its INTEGRATED TERTIARY SOFTWARE

Financial Code Structure Subsystem

User Manual

Version 12
2002 Edition

1.   INTRODUCTION   {FRM-27} / {FCS} ✎

1.1.   GENERAL INFORMATION

This is the **User Manual** for the operation and maintenance of the **ITS Financial Code Structure Subsystem**. It also describes **Financial System Maintenance Procedures.** It is one of a series of user and technical manuals that is available for the ITS systems. The complete list of manuals may be found in the General Support System User Manual GSS.

The contents of this manual are:

> **Chapter 1: Introduction**
> **Chapter 2: Security of ITS Financial Systems**
> **Chapter 3: Operational Financial Codes**
> **Chapter 4: Financial Code Subsystem Maintenance**
> **Chapter 5: Financial Code Structures**

The reader is referred to Section 1.2 for a global overview of the ITS Financial System and to Section 1.3 for an overview of this Subsystem.

The symbol ✎ after a menu option indicates that the following section of the manual is available as on-line help by using **<h><menu option>** whilst in the menu.

It is assumed that the reader is already familiar with the **general operation of the menus and the keyboard.** These matters are fully discussed in User Manual: "Operational Aspects of ITS Systems". For easy reference, a "Key function" for VT100 terminals can be found at the back of this manual.

The reader is referred to the following regarding field formats and their use:

FIELD FORMATS

NUMERIC FIELDS

Numeric fields are described, for example, as N17.2 or N7. N17.2 means that there are 15 numeric characters before the decimal point and two numeric characters after the decimal point. The decimal point does not count as a character. N7 means that there is a maximum of seven numeric characters with no decimals.

ALPHA FIELDS

Alpha fields mean that Alpha, numeric, special characters or a combination thereof are permissible. However, the following must be noted:

When requesting Start/Low/First values on reports, using a 0 (zero) or multiple 0's (zeroes) does not mean that all data will be reported on. The ASCII collation sequence is as follows:

Blank; Special characters (!, ", etc.); 0 (zero); 1 to 9; A to Z; a to z; and then ~

Thus, for example, if a Blank (Space Bar) is used as the first character and the start selection is '0' (zero), records beginning with a Blank will not be reported on.

In order to prevent problems with the reporting on data, ensure that the first character used in any field is a numeric or an alpha. Should any character other than an alpha or numeric be used as the first character, it is done at your peril. In other words, **do not use a 'Blank' or 'Special Character' as the first character in alpha fields.**

The reader is reminded that the **copyright** of the ITS systems and documentation remains with ITS, and that users thereof are contractually prohibited from providing information thereon to third parties, such as other educational institutions.

1.2. OVERVIEW OF FINANCIAL SYSTEM

The ITS Financial System (Menu option {FRM}) consists of the following modules (Menu option in brackets):

The modules are listed in sequence under {FRM}:

1.	{FCT}	Counter Subsystem (Receipts/Ad Hoc Payments)
2.	{FCMR}	Mail Recording System
3.	{FACB}	ACB System
4.	{FIN}	Investment Recording System
5.	{FEBC}	Electronic Bank Conversion
7.	{FPM}	Procurement Management (PMIS)
8.	{FLL}	Long-Term Loans
21.	{FSA}	Student Accounts
22.	{FBL}	Bursaries And Loans
23.	{FAR}	Accounts Receivable
24.	{FSADC}	Debt Collection Interface
27.	{FCS}	Code Structures
28.	{FGL}	General Ledger
29.	{MEB}	Income And Expense Budgeting

All of these modules are **fully integrated** with one another, and also with the other ITS Systems such as Personnel, Student Information and Asset Inventory. More detail on the individual modules are found in the appropriate User Manuals.

A **comprehensive** system of **access control** applies to these modules (refer Section 2 of this manual for more detail).

1.3. OVERVIEW OF CODE STRUCTURE SUBSYSTEM

- The Financial Code Structures have been designed with two primary aims in mind, namely:

  ∗ **flexibility** in the accounting structure to the extent that every institution can specify its own structure to suit unique requirements

  ∗ **incorporation of the specific requirements of STATS Reporting in the accounting structure.** By keeping the rather complex STATS aspects at the high level of cost centre and account definition, the normal users of the system need not concern themselves with this aspect, whilst the **STATS Statements can be produced as standard reports from the system.**

- Each Allocation Account in the General Ledger consists of a **Cost Centre part** and an **Account part**, and reporting or queries can focus on either of the two. The two parts can be summarised as follows:

  ∗ **Cost centres** represent the destination of transactions or the **"where" of different types of costs,** and as such normal financial reporting like Trial Balances, Income and Revenue Statements and Balance Sheets can be produced at this level. **Cost Centres** can be **linked to Fund Groups, Program Classification, CESM's and Departments** for STATS and management reporting purposes. The user can also define **various ways of consolidating** Cost Centres, and the number of levels is unlimited.

  ∗ **Accounts** represent the **type** of cost or revenue. When accounts are created, the STATS reporting aspects must be specified as well, thus ensuring that STATS reports may be produced with the minimum of additional user involvement.

- **Transaction Types, with predetermined GL-Allocations**, can be created to speed up the processing of transactions. Transactions are handled in a consistent manner in all the financial modules, and **all transactions** originating in other ITS modules **are posted to the General Ledger.**

- **Budgeting Module** forms part of the ITS Financial System ({FRM}), and provides various user-defined consolidated figures in respect of both the current and previous years.

- If the Budgeting Module is not available to your institution, budgeted amounts can be updated on the General Ledger as normal journals. This type of journal will only refer to the "budget field" and when orders are issued, commitments are controlled against the availability of funds in the relevant GLA.

1.4. LINKING WITH OTHER ITS SYSTEMS

- The integration of the ITS systems results in the interdependence of systems. Since the Financial Code Structures form the "financial backbone" of the ITS Systems, no Financial Systems can be implemented before these structures are in place.

- The **set-up rules** specified in this subsystem, such as the financial year and cycle, retaining of balances and transactions and the budget control rules, default to all other financial subsystems.

- **Cost Centres and Accounts** are defined in this subsystem, and **GL-Allocations** are built up through combinations of Cost Centres and Accounts. These are the only GL-Allocations allowed, and they are used by all ITS Systems i.e. Financial, Student Accounts, Personnel, Assets and Library.

- All financial subsystems are driven by **transaction types**, which are specified here and declared valid for the applicable subsystem.

- All **transactions** in other subsystems that affect the General Ledger **are validated** against the GL-Allocations in this subsystem.

1.5. IMPLEMENTATION SEQUENCE

- The creation of complete code structures for Faculties and Departments in the General Support System (via options {GCS-3} and {GCS-4}) is the only prerequisite for defining Cost Centres and GL-Allocations.

- Thereafter, the following logical sequence of implementation events should follow, the relevant menu options being indicated in braces:

{FCSO-21}	**Maintain Foreign Currencies**
{GCS-1}	**Maintain Own Currency (Institution Information)**
{GOPS-6}	**Assign User Names, Passwords and Privileges**
{FCSC-3}	**Maintain Different Ledgers**
{FCSM-1}	**Define System Operation and Create Set-up Rules**
{FCSM-2}	**Define Subsystems**
{FCSC-7}	**Maintain Account Categories, defining those categories, which are valid for this subsystem** (The system is installed with the standard categories)
{FCSC-6}	**Maintain Fund Groups** (The system is installed with the standard fund groups)
{FCSC-1}	**Maintain VAT Rates**
{FCSC-2}	**Define VAT Registrations**

{FCSM-3}	**Maintain Auto Generated Numbers**
{FCSO-1/2}	**Create Cost Centre Definition and Structure**
{FCSO-3/4/5}	**Create Account Definitions, Structure and Lists**
{FCSO-6}	**Create GL-Allocations**
{FCSC-21}	**Maintain Account Type Definitions**
{FCSC-4}	**Define Banks** (The system is installed with a list of banks)
{FCSC-5}	**Define Cash Book Definition**
{FCSM-4/5/6}	**Maintain User Restrictions**
{FCSO-23}	**Maintain Types Of Documents**
{FCSO-7}	**Create Transaction Types and the Combination of Transaction Types and Transaction Events.**

2.   SECURITY OF ITS FINANCIAL SYSTEMS

Security of systems in use is, in the first instance, the responsibility of the institution. ITS supplies certain security measures with its Systems as an aid to its clients.

The **UNIX/Oracle** environment within which all ITS Systems, including the Financial System, operate, allows the usage of **five security control levels**:

1.   UNIX Username and Password

This level controls access into the UNIX environment, and should be under the control of the Data Processing Department who will grant access privileges to users as instructed by management. Refer Section 9 of User Manual GSS of the General Support System for more information in this regard.

2.   Oracle Username and Password

This level controls access into the Oracle environment, i.e. the menus of the ITS Systems, and should be under the control of (at most) a few senior users who will also act on management's instructions. Refer Section 5 of User Manual GSS for more information in this regard. Option {GOPS-6} allows the addition of new users, the deletion or updating of old users, and the re-instatement of users.

3.   COUNTER SYSTEM Control, Cashier ID and Password

This level controls input and update of certain menu options in the COUNTER SYSTEM. In option {FCTM-1}, systems administrators can In-/Activate the Counter System on several levels. Option {FCTM-2} defines the Cashier ID's and Passwords. These options should be under the control of one or two senior financial users. The Cashier can sign-on/-off and change his/her password under option {FCTO-1/2}.

4.   ACCOUNT CATEGORIES Subsystem Access

This level controls the accounts used in the different subsystems. Option {FCSC-7} defines this control, and should be under the control of one or two senior financial users.

5.   USER RESTRICTIONS

Menu options {FCSM-1/4/5/6} are designed to give users more control on data records in selected menu options. E.g. an option gives the user access to data records only where the cost centres are linked to a particular faculty or department code. Option {FCSM-4}

defines this control, and should be under the control of one or two senior financial users.

3.   OPERATIONAL FINANCIAL CODES {FCS-1}/{FCSO}

3.1.   COST CENTRE DEFINITIONS   {FCSO-1} ✍

> *The cost centre is the "highest" level of the GL-Allocation and as such it will have a critical influence on reporting.*   Therefore, defining cost centres and setting up the consolidation rules or structures require thorough planning beforehand. It is recommended that the responsibility for creating cost centres be delegated to one person within the institution.

Whilst the consolidation structures are not limited by the system, the user should bear in mind that an over-complication of these structures will result in extensive maintenance and an unnecessary load on computer resources.   Furthermore, the user should take cognisance of the fact that two other structures, namely "Departments" and "Fund Groups", are indirectly maintained and therefore available. An example of a structure is attached as Appendix A.

This option consists of five Blocks, as follows:

Block 1: COST CENTRE DETAIL {FCSO-1b1}

A. **Cost Centre Code** (A4) (A6 for UK clients). A unique code of this cost centre. Whilst there is no intelligence in the code, the user could build some structure into the code, resulting in ease of use and reporting.

B. **Cost Centre Name** (A40) Supply the description of the cost centre. *The first 20 characters will default to the "short name" which will be used for reports and on screens.*

C. **Short Name** (A20) The first 20 characters of the above name will default to this field, but may be altered by the user if not satisfied with the default name.

D. **Type Of Cost Centre** (A1) Is this a (**C**)onsolidation or a (**D**)etail cost centre? *Transactions will only be allowed against (**D**)etail centres*, (**C**)onsolidation cost centres being used only for grouping of cost centres for various reporting facilities. *A consolidation cost centre can be changed to a detail cost centre, but the reversal thereof not possible.*

The fields described below are only applicable to (**D**)etail Cost Centers.

E. **Fund Group** (N4) Indicate to which fund group, as specified under option {FCSC-6} (Report {FCSCR1-5}), this cost centre belongs to. In other words, what is the primary source of funding for this Cost Center.

F. **Department** (N4) Indicate which Department as specified under option {GCS-4} is responsible for this cost centre. The system will report the transactions and balances for this cost centre within the report for the linked department, if requested, and it will also control that this department is authorised to place orders against this cost centre.

G. **Host Cost Centre** (A4) (A6 for UK clients) Indicate to which cost centre the Revenue and Expense or Mandatory Transfer for the above cost centre should be transferred during execution of the year-end (**YEC**) program. The system will display the description of the host cost centre. The host cost centre must be linked to the same general ledger code as the above cost centre. Depending on the value of the Fund Group, specified in **E**. above, the system will default to the following:

   ∗   If the Fund Group code starts with a 2, 3, 4 or 5, the system will default its own value in this field.
   ∗   If the Fund Group code starts with a 1, the system will default this field to a blank.

   On <COMMIT> the system will control that fund groups of the specified cost centre and the host cost centre is the same. If not, the system will respond with: "Fund Group not the same - will result in inter-fund transfer".

H. **AR Account Type** (A4) Supply the Account Type for the sub-system AR if applicable for this Cost Centre. The Account Type name will default into the description field. A <LIST> of Account Types, as defined on menu option {FCSC-21} for the sub-system AR, is available.

I. **PM Account Type** (A4) Supply the Account Type for the sub-system PM if applicable for this Cost Centre. The Account Type name will default into the description field. A <LIST> of Account Types, as defined on menu option {FCSC-21} for the sub-system PM, is available.

J. **Contact Person** (A1) Indicate the type of contact person for the receipt of Ledger reports. The valid value for this field is (P)ersonnel. On entering (P)ersonnel, supply the applicable number (N9) in the next field. Labels, letters etc., for recipients of Ledger reports are printed on menu option {FGLCOR1-1}.

K. **Budget Control** (A1) Must budget control be done on (**A**)ccount/Account Category, (**C**)ost Centre, Cost Centres excluding (**S**)alary Account Categories 310 to 329 or must (**N**)o budget control be done? This value will default from the System Operational Definition, menu option {FCSM-1}, on creation of a new Cost Centre but may be updated should this value not be correct. When the user executes <FIELD HELP>, the valid values along with the explanation on the use of these budget control indicators will appear in a form of a pop-up screen as follows :-

A = Budget control is done on the available funds on Account or Account Category level depending on the Budget Control indicator set on the Account.

♦ If Account budget control indicator is set to (**A**)ccount, then budget control is done on the available funds on GLA level, that is, Cost Centre and Account combination.

♦ If Account budget control indicator is set to Account (**C**)ategory, then budget control is done on the total available funds for all Accounts linked to this cost centre and linked to the same Account Category **and** where the budget control indicator on the account is (**C**)ategory.

C = Budget control is done on the total available funds for all Accounts linked to the Cost Centre where (Accounts) Account Categories are from 0 to 739. For accounts where their categories are from 740 onwards, the rules described in the previous paragraph will be applied. Thus, users must ensure that the budget control indicators for these accounts are set-up correctly.

S = Budget control is done on the total available funds for Accounts linked to the Cost Centre for Account Categories 0 to 309 plus Account Categories 330 to 739. Thus, Accounts linked to Account Categories 310 to 329 (Salary Account Categories) are excluded from the calculation of available funds. However, for accounts where categories are from 310 to 329 and from 740 onwards, the rules described above will be applied. Thus, users must ensure that the budget control indicators for these accounts are set-up correctly.

N = No budget control is done. The Budget Control Indicator on the Account is ignored.

L. **Budget Carried Forward** (A1) The Period or Year End Close of Procurement Management System will apply this rule for the carrying forward of available funds between financial years (for more detail see manual PMS). The value defaults from the System Operation Definition, menu option {FCSM-1}, and the allowed values are:

∗ (**C**)ash basis - the total unexpended budget is carried forward
∗ (**B**)udget basis - only an amount equal to the outstanding commitment is carried forward
∗ (**N**)one - no unexpended moneys are carried forward.

This option is also dependent on the "Budget Control" indicators in the sense that the calculation of the outstanding amount will be at GLA level or Account Category level. The system will apply the following rules:

    ∗   If the budget control indicators on the cost centre and account are set to (**A**)ccount/Account Category and (**A**)ccount respectively, the balance will be calculated **at GLA-level** and the amount carried forward will be posted to the same GLA in the new year

    ∗   If the budget control indicators on the cost centre and account are set to (**A**)ccount/Account Category and Account (**C**)ategory respectively, the balance will be calculated *at Account Category level* and the amount carried forward will be posted to the *first GLA found* in the specific category in the new year.

    ∗   If the budget control indicators on the cost centre are set to (**C**)ost centre, the balance will be calculated *at Cost Centre level* and the amount carried forward will be posted to the same GLA in the new year.

    ∗   If the budget control indicators on the cost centre are set to cost centres excluding (**S**)alary account categories 310 to 329, the balance will be calculated *at Cost Centre level* and the amount carried forward will be posted to the same GLA in the new year.

M. **Status:** (A1) Display field only. Is this cost centre (**A**)ctive or (**N**)on-active? Will only display (N)on-active if all the Accounts linked to the above cost centre are (N)on-active. A consolidation cost centre cannot be set to non-active. The system will treat the Consolidation Cost Centre as active except for option "Delete Cost Centre" {FCSMN-9}, which will treat it as Non-active. No transactions will be allowed against non-active cost centres.

N. **Ledger Code** (A2) The "ledger" to which this cost centre belongs as defined in option {FCSC-3}. The system will display the description and year-end cycle of the specified ledger. The majority of cost centres will be the twelfth cycle of the present year, whilst the value of other cost centres, for example, the Student Council, will be 9208. The ledgers are defined in option {FCSC-3}, and the value of the (**P**)rimary set will default into this field. The field is protected against update. Create a new cost centre if a "ledger" must be changed, and transfer the old cost centre data to the new cost centre by journal. This will ensure stable reporting.

    On <COMMIT>, the system will control that the year-end of the host cost centre is the same. If not, the system will respond with: "CC and host CC must belong to same ledger".

O. **Include in STATS** (A1) Indicate if cost centre must be included in STATS reporting system (**Y**)es/(**N**)o.

P. **VAT Registration Code** (A2) Enter the VAT registration code for this cost centre. The registration codes and detail are maintained in option {FCSC-2}. The system will display the number allocated by the Receiver of Revenue and the VAT GLA's.

Q. **VAT Rate Code** (A2). Enter the VAT rate code, which is "normally" applicable to this cost centre. The VAT rate codes, percentages and apportionment percentages are maintained in option {FCSC-1}. The system will display the percentage and the apportionment percentage .

Blocks 2 & 3: CONSOLIDATION OF COST CENTRES {FCSO-1b2 / b3}

In the folowing two Blocks the user can link/unlink cost centres in a hierarchy, for example, all cost centres representing departments within one faculty can be linked to the cost centre which represents the faculty. This can be done on a global basis or on an individual basis. The system will control that the cost centre to which the linking is done is a (**C**)onsolidation cost centre, but a consolidation cost centre can be linked to a "higher" consolidation cost centre. Before structures can be created here, the Consolidation Cost Centre, to which other Cost Centres are to be linked, must first be queried on block 1. This does not apply should the User only want to view existing structures.

In Block 2 the user can enter the cost centre code and the system will display the following:

– Description of cost centre
– Is this a (**C**)onsolidation. (**D**)etail cost centres are not allowed here
– Number of cost centres consolidating into this cost centre.

The system will then prompt the user with, "*Do you want to do major consolidations? (Y)es or (N)o*". The user can do one of the following:

• If the answer is (**N**)o the user can do **single consolidations** in the next Block after <NEXT BLOCK> command:

 ∗ the system will display the primary cost centre from Block 2
 ∗ enter the code of the cost centre to be consolidated
 ∗ system displays if this cost centre is (**C**)onsolidation or (**D**)etail cost centre
 ∗ system displays if this cost centre is (**A**)ctive or (**N**)on-active
 ∗ If the specified cost centre is already consolidated to this cost centre, the system will respond with:
"This consolidation already exists, cannot consolidate again"

• If the answer is (**Y**)es the system will offer a menu of choices for **multiple consolidations** . The menu prompts the user as follows:

 Supply the primary cost centre code (Q = Quit):

An existing (**C**)onsolidation cost centre code should be entered, and if not the system will display: "Illegal cost centre or not a consolidation cost centre", and another chance

will be offered to enter the correct code. When a valid code is entered, the system will offer the following choices:

1. **Cost Centres From => To:**

If this option is selected, the system will request the **start** and **end** cost centre. If an existing consolidated cost centre is specified, the system will execute the request but the same consolidation will not be created more than once.

2. Masked Cost Centres:

If this option is selected, the system will request: *Supply the mask to be used (e.g. 4 9) (x = exit):*

> The above example means that all cost centres with a 4 in the first digit and a 9 in the 3rd digit will be used for consolidation. *Note should be taken that this facility offers a powerful method of consolidation if the user has numbered his cost centres in blocks.* The same controls will be done and error messages displayed.

• To delete a consolidation or "unlink" one cost centre from another, the user can enter the consolidation cost centre in Block 2. Go to Block 3. Query the consolidated cost centres. Line up the cursor to the cost centre to be deleted. Issue <DELETE RECORD> command, and <COMMIT> the change.

WARNING: Users should take care before changing the status of a cost centre from a consolidation cost centre to a detail cost centre or vice versa. The critical concept is that **transactions are carried only on a detail cost centre** .

Changing a (C)onsolidation cost centre to a (D)etail cost centre is allowed and the user should understand that no transactions before the date of change will be available. The system will not allow a (D)etail cost centre to be changed to a (C)onsolidation cost centre, until all the transactions of the cost centre have aged beyond the period specified for retaining of transactions and the transactions have been removed.

Block 4: PROGRAMME PERCENTAGES OF COST CENTRES {FCSO-1b4}

In this Block the user can specify the **"default"** percentages per Program Classification Structure (**PCS**), according to which the system should subdivide the non-salary portion of the expenses for this cost centre. These default values are NOT linked to a year, and can therefore be seen as the "normal" activities within this cost centre.

Similar blocks are available under option {STATS4-4}. When phase one of the STATS tables, option {STATS4-3}, is executed, the system will calculate PCS and CESM values for all cost centres from which personnel are paid and these values will then be inserted

into the table under {STATS4-4}. The system cannot calculate values for cost centres from which salaries are not paid, and in such cases the system will copy these "default" values into the STATS tables.

This information is retained from one year to the next, and need be updated only when a change in the purpose for which the funds were used becomes apparent.

The specified cost centre and description will be displayed at the top of this Block, and the following fields can be updated:

The information to be supplied in respect of all cost centres:

A. **Programme** (N2, N2, N1) The program is entered in three fields, i.e. the main programme (1 to 13), the sub-programme (for all programmes except 2 and 3), and the sub-sub-programme (only for sub-programmes 5.2 and 6.4). In cases where there are no sub- or sub-sub-programmes, zeroes must be entered. The name of the (sub-)(sub-)programme will be displayed once the complete code has been entered.

B. **Percentage** (N5,1) Percentage of the expenses to be allocated to each programme. The percentages should add up to 100%.

Block 5: CESM PERCENTAGES OF COST CENTRES {FCS-1b5}

This Block must be completed only in respect of those cost centres where cost was allocated to PCS's 1.1 and 2.

The information to be supplied in respect of all cost centres:

A. **Programme** (N2, N2, N1) As above.

B. **CESM Category** (N2) This value can be between 1 and 22.

C. **Percentage** (N5,1) Percentage of cost which was spent in formal instruction and/or research. *The total of the percentages for all CESM categories in this Block for a specific program should be the same as the percentage entered against the applicable program in the previous Block. The validation option {STATS4-3} will check this aspect.*

This information can also be updated for the "yearly" table and validated under options {STATS4-4/5}.

The above information is used to compile STATS Tables 4.7, 4.5, 4.8 and 4.9 and the Tables derived from them.

3.2.   *VALIDATE COST CENTRE STRUCTURE   {FCSO-2}* ✎

This option will validate the cost centre structure and a report will be produced.   The validation and the items reflected on the resulting report, are not necessarily errors, but are important to the financial officer in understanding the unusual consolidations.   The items reported on are as follows:

∗ **Detail Cost Centres Not Consolidated** Under normal circumstances only the "top" cost centre should be unconsolidated, and the unconsolidated ones should be consolidation centres. Any detail cost centre is supposed to be consolidated, because transactions going through on this cost centre will not be reported or accumulated.

  ∗ **Cost Centres Consolidated Into More Than One Consolidation.** A cost centre can be consolidated into more than one structure for reporting purposes. The user should, however, ensure that the second consolidation string does not consolidate into the first one, the reason being that the value of the detail cost centre(s) will be duplicated.

  ∗ **Cost Centres Consolidated More Than Once Into A Consolidation.** A cost centre can be consolidated more than once into the same consolidation structure. This occurrence will result in duplication and possible imbalances.

  ∗ **Detail Cost Centres Without Host Cost Centres.** A detail cost centre cannot be defined without a host cost centre.

  ∗ **Control Totals** . The report also reflects the following totals:

    –   Total number of cost centres
    –   Total number of consolidation cost centres
    –   Total number of detail cost centres
    –   Total number of cost centres not consolidated
    –   Total number of cost centres consolidated more than once.

USER SELECTION: Previous request
Do You Want The Full Validation (Y/N)
If (Y)es, report will be produced as indicated above.
If (N)o, program will prompt: Supply Consolidation Cost Centre To Validate. A report will be produced which will only consist of the section: **Cost Centres Consolidating More Than Once Into A Top Consolidation centre** .
The user runs the report and thereafter selects to view or to print the report to a selected printer.

PRINT SEQUENCE: Detail for each Code Structure category.

Validate Cost Centre Structure

```
29-Sep-2002 12h36                      INTEGRATED TERTIARY SOFTWARE                              Page:    1
f71ccc.pc  V12.0.0.0                   Validation of Cost Centre Structure


Total Defined          Total Detail        TotaL Consolidation
Cost Centres           Cost centres        Cost Centres
-------------          ------------        -------------------
        420                 308                    112
```

```
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f71ccc.pc  V12.0.0.0                   Validation of Cost Centre Structure


Total Active          Total Non-Active
Cost Centres          Cost Centres
------------          ---------------
        402                  18



                                   ******** End Of Section ********
```

```
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f71ccc.pc  V12.0.0.0                   Validation of Cost Centre Structure


At a Top of Consolidation Structure     Det/Con    Act/Non    Name
-----------------------------------     -------    -------    ----------------------------------------
0000                                       C          A       TEST
0001                                       D          A       TEST
0002                                       D          A       SALARIS MED COSTING
0220                                       C          A       CONS A
9996                                       C          A       TOTAL INSTITUTION
BER2                                       C          A       BERNARD TOETS
C122                                       C          A       TEST CHARACTER
C129                                       D          A       TEST DETAIL CC
C130                                       C          A       TOETS CONSOLIDATION
X000                                       C          A        CONSOLIDATE X COST CENTRES



                                   ******** End Of Section ********
```

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f71ccc.pc  V12.0.0.0                   Validation of Cost Centre Structure

```

```
Consolidation CC Not Used     Act/Non     Name
-------------------------      -------     ----------------------------------------
9771                          A           PAUL SE TOETS
9779                          A           MY SPECIAL REPORT
9999                          A           DD
A999                          A           SJFHVJFHGD
BER2                          A           BERNARD TOETS
C222                          A           HENNIE
LBC3                          A           LB CONSOLIDATION3
```

```
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f71ccc.pc  V12.0.0.0                  Validation of Cost Centre Structure
```

```
Detail CC Not Consolidated    Act/Non     Name
-------------------------      -------     ----------------------------------------
0009                          A           TEST TSA
0010                          A           TEST TSA
1000                          N           TEST100
1001                          A           TEST100
1AAA                          A           ITS NON DIVIDEABLE
1TSA                          A           TECHNIKON SA
3TSA                          A           TECHNIKON SA
9300                          N           ABC
Z124                          A           TEST
```

```
                              ******** End Of Section ********
```

```
29-Sep-2002 12h36                     INTEGRATED TERTIARY SOFTWARE                          Page:   6
f71ccc.pc  V12.0.0.0                  Validation of Cost Centre Structure
```

```
Detail or Consolidation CC's Consolidating
More than once into a Top Consolidation CC Act/Non      Name                                        Cost
Centre

0059                                      A           ECONOMICS                                9996
0060                                      A           ECONOMICS                                9996
0061                                      A           ECONOMICS                                9996
0062                                      A           WORLD TRADE                              9996
```

```
29-Sep-2002 12h36                     INTEGRATED TERTIARY SOFTWARE                          Page:   7
f71ccc.pc  V12.0.0.0                  Validation of Cost Centre Structure
```

```
Detail CC Consolidating into more
Than one Top Consolidation CC             Act/Non     Name                                        Cost
Centre
-------------------------------------     -------     ----------------------------------------    ------
-----

0059                                      A           ECONOMICS                                0000
                                                                                               9996
                                                                                               MAC0

0060                                      A           ECONOMICS                                0000
                                                                                               9996
                                                                                               MAC0

                              ******** End Of Section ********
```

```
29-Sep-2002 12h36                     INTEGRATED TERTIARY SOFTWARE                          Page:   8
f71ccc.pc  V12.0.0.0                  Validation of Cost Centre Structure
```

```
DETAIL CC WITHOUT HOST COST CENTER      ACT/NON      NAME
----------------------------------      -------      ---------------------------------------


                              ******** End Of Section ********


                              ******** End Of Report ********
(EOF):
```
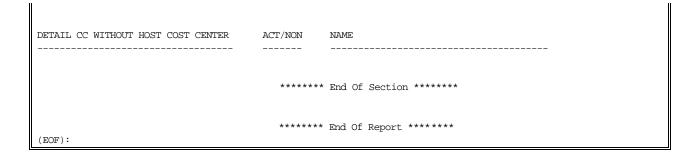
3.3.   ACCOUNT DEFINITIONS {FCSO-3} ✎

The account is the "lower" level of the GL-Allocation and contains the rules for accumulation, sub-totalling and totalling. Therefore, defining accounts and setting up the calculation rules and levels of calculation require thorough planning beforehand. Once again it is recommended that the responsibility for creating accounts is delegated to one person within the institution.

Whilst the calculation rules are not limited by the system, the user should bear in mind that an over-complication of the calculation rules may result in extensive maintenance and an unnecessary load on computer resources. Furthermore, the user should take cognisance of the fact that reporting can be done at different levels and that accounts of "similar importance" should be on the same level. An example of a structure is attached as Appendix B.

This option consists of the following fields:

A. **Account Number** (A8) (Range 0-99999999) Unique code for this account. Less characters than the eight specified may be used, usually not more than four. *Users should take care in numbering the accounts because calculations are done sequentially on this number.* A list of example accounts is supplied with the system.

The logical structure of accounts is:

* Expenditure
* Revenue
* Balance Sheet Liabilities
* Balance Sheet Assets

The reason being that a sub-total after expenditure and revenue will result in the net surplus/shortfall, which should be part of the fund balances in the liabilities.

B. **Name** (A30x2) Supply a suitable name for this account. Two lines of description are provided.

C. **Short Name** (A20) The first 20 characters of the description in **B**. above will default into this field and the user may change it as required. This name will appear on reports and query screens, and users should, therefore, ensure that it makes sense.

D. **Account Function** (A1) This indicator determines the calculation function of this account, and should be read with the function level in **E.** below. An example is discussed below. The valid options are:

   * (**H**)eader - A header account cannot be used for posting transactions, and merely serves as indicator for a calculation to start. Being a header for different types of accounts, an account category and STATS rowcode are not required.
   * (**D**)etail - A detail account is the only account to which transactions can be posted.
   * (**S**)ubtotal - No transactions can be posted to this account and the system will sub-total all preceding detail accounts with the same level and sub-total or total accounts with a lower level.
   * (**T**)otal - No transactions can be posted to this account and the system will total all preceding detail accounts with the same level and sub-total or total accounts with a lower level.

Changing the status of an account requires, as in the case of a cost centre, careful planning. Once again, the critical concept is that **transactions are only carried on a detail account**. It is possible to change a (**H**)eader, (**S**)ub-total or (**T**)otal account to a (**D**)etail account, but the reverse is not allowed. If such a change is required, the user will have to delete the account via option {FCSM-22}, subject to the normal rules and restrictions (refer Section **4.12**)**.**

E. **Function Level** (N1) There are $1 \Rightarrow 9$ accumulation levels available, and accounts with a zero in this field will be ignored in the calculation process. The Trial Balance Report, menu option {FGLOR1-1}, can be produced at specific levels and therefore users should take care that sub-total and total accounts of the same importance are at the same level. (Refer Report {FCSOR1-6} for examples of account function and function level).

F. **Onto New Page** (A1) Should this account be printed on a new page during reporting? (**Y**)es or (**N**)o.

G. **Underline** (A1) Should this account be underlined with one line (**-**) or with double lines (**=**) on reports.

H. **Exception Report Flag** (A1) Enter marker for exception reporting. Part of the selection criteria in cost reporting refers to "exception" reporting (**I**)ncluded or (**E**)xcluded, and the user can specify the exception indicator to be included or excluded. The purpose and definition of the character used is user defined.

I. **Balance Sheet Transfer Account** (A8) Supply the balance sheet transfer account to which the account specified in **A** above must transfer to at year-end. The rules applicable to this field are as follows :-

   ◆ The transfer account can only be accounts where account categories are 700 to 998

   ◆ The account category of the account specified in **A** above must be between 700 and 999.

   ◆ Should the account category of the account specified in **A** above be between 890 and 899, the Capital Account specified in **K** below and the transfer account must be the same. For example, if the transfer account is null and the capital account is specified, the transfer account is the capital account and will default as such.

   ◆ The following events will occur during phase three (3) of the General Ledger Year-End (YEC) process :-

      • Transactions in accounts linked to account categories between 700 and 998 will be transferred to their transfer accounts in the new year and not in the old year.

      • Transactions in accounts linked to account category 999 will be transferred to their transfer accounts in the old year. In the new year, these transfers will be reversed.

J. **Account Category** (N3) An existing category to which this account is linked. The system will display the description and the Account Type. This field should be left blank for (**H**)eader, (**S**)ub-total and (**T**)otal accounts. The user should note that an Account Category is linked to an Account Type, which is an indication whether this account is an (**A**)sset, (**L**)iability, (**E**)xpense or (**R**)evenue account. The Income and Revenue and Balance Sheet Reports ({FGLOR1-2} and {FGLOR1-3} respectively) will accumulate the values of such accounts according to this indicator and not on its position in the structure.

K. **Capital Account** (A8) Supply the balance sheet capital account. The account category of the Balance Sheet Capital Account must be between 900 and 909. Only accounts, which are linked to the account categories specified on the restrictions 'AV' and 'AW', on menu option {FCSM-1b2}, may have Balance Sheet Capital Accounts. This account will also default to the definition of the account part, of the Capital Asset GLA, on the Capitalisation Parameters on menu option {FGLM-22}, if not already defined there. The Host Cost Centre of the applicable Cost Centre will default to the Cost Centre part of the Capitalisation Parameter definition, if not already defined.

L. **Depreciation Expenditure Account** (A8) Supply the expenditure account for depreciation. Only accounts, which are linked to the account categories specified on the restrictions 'AV' and 'AW', on menu option {FCSM-1b2}, may have Depreciation Expenditure Accounts.

M. **Accumulated Depreciation Account** (A8) Supply the account for accumulated depreciation. The account category of the Accumulated Depreciation Account must be between 900 and 909. Only accounts, which are linked to the account categories specified on the restrictions 'AV' and 'AW', on menu option {FCSM-1b2}, may have Accumulated Depreciation accounts.

N. **Investment In Fixed Assets Account** (A8) Supply the account for the Investment in Fixed Assets. The account category of the Investment In Fixed Assets Account must be between 740 and 759. Only accounts, which are linked to the account categories specified on the restrictions 'AV' and 'AW', on menu option {FCSM-1b2}, may have Investment in Fixed Assets accounts. This account will also default to the definition of the account part, of the Investment GLA, on the Capitalisation Parameters on menu option {FGLM-22}, if not already defined there. The Host Cost Centre of the applicable Cost Centre will default to the Cost Centre part of the Capitalisation Parameter definition, if not already defined.

A further aspect of Capitalisation Parameters is that the Funding GLA will default to the Host Centre and Funding Account of the Host Cost Centre if not already defined on menu option {FGLM-11}. The Funding Account will be the Accumulated Funds Account defined on menu option {FCSM-1b1}, which should be between account category 700 and 709. Users should therefore take care that the Host Cost Centre and the Accumulated Funds Account is a valid GLA.

O. **STATS Row Code** (N5) Enter the STATS Rowcode to which this account should be reported, if it can be directly allocated. For specific tables, the account can be directly allocated. For other statements, like 4.4, the system will use the percentages specified in Block 4 of the cost centre to spread over PCS's.

The valid Rowcodes are predefined in the system, and are made up as follows: for STATS Financial Statement 4.4 row 7, the Rowcode would be 40407; for Statement 4.10 row 16, it would be 41016, etc. The valid STATS Rowcodes can be printed through option {FCSOR2-2}.

P. **Motivation** (A2) This is a display and query field only. The field is used by the Income and Expense Budgeting Subsystem and can only be set in option {MEBM-3}.

Q. **Status** (A1) Display field only. Is this account (**A**)ctive or (**N**)on-active? Will only display (**N**)on-active if all the Cost Centres linked to the above account are (**N**)on-

active. An account can be set to inactive at any time on GLA level, and thereafter no transactions will be allowed against it. A Header, Sub-total or Total Account cannot be set to non-/active. The system will treat these Accounts as active except for option "Delete Account" {FCSM-22}, which will treat it as Non-active.

R. **Budget Control** (A1) Indicates if budget control must be done on this account, (**A**)ccount or Account (**C**)ategory. The system will default the value from the System Operation Definition. When the user executes <FIELD HELP>, the valid values along with the explanation on the use of these budget control indicators will appear in the form of a pop-up screen. This indicator should be read with the indicator on the cost centre (Section 3.1.K). If the cost centre indicator is set to (**N**)o, the system will ignore budget control for all accounts within this cost centre. If the Cost Centre indicator is set to (**A**)ccount/Account Category, (**C**)ost Centre or Cost Centres excluding (**S**)alary Account Categories 310 to 329, budget control will be done as follows :-

A = Budget control is done on the available funds on (**A**)ccount depending on the Budget Control indicator set on the Cost Centre.

- If Cost Centre budget control indicator is set to (**A**)ccount/Account Category, then budget control is done on the available funds on GLA level, that is, Cost Centre and Account combination.
- If Cost Centre budget control indicator is set to (**C**)ost Centre, then budget control is done on the total available funds for all Accounts linked to the Cost Centre where (Accounts) Account Categories are from 0 to 739. For accounts where categories are from 740 onwards, the rules described in the previous paragraph will be applied. Thus, users must ensure that the budget control indicators for these accounts are set-up correctly.
- If Cost Centre budget control indicator is set to Cost Centres excluding (**S**)alary Account Categories 310 to 329, then budget control is done on the total available funds for Accounts linked to the Cost Centre for Account Categories 0 to 309 plus Account Categories 330 to 739. Thus Accounts linked to Account Categories 310 to 329 (Salary Account Categories) are excluded from the calculation of available funds. However, for accounts where categories are from 310 to 329 and from 740 onwards, the rules described above will be applied. Thus, users must ensure that the budget control indicators for these accounts are set-up correctly.

C = Budget control is done on the available funds on Account (**C**)ategory level depending on the Budget Control indicator set on the Cost Centre.

- If Cost Centre budget control indicator is set to (**A**)ccount/Account Category, then budget control is done on the available funds for all

Accounts linked to this cost centre and linked to the same Account Category **and** where the budget control indicator on the account is (C)ategory.

♦ If Cost Centre budget control indicator is set to (**C**)ost Centre, then budget control is done on the total available funds for all Accounts linked to the Cost Centre where their (Accounts) Account Categories are from 0 to 739. For accounts where categories are from 740 onwards, the rules described above will be applied. Thus, users must ensure that the budget control indicators for these accounts are set-up correctly.

♦ If Cost Centre budget control indicator is set to Cost Centres excluding (**S**)alary Account Categories 310 to 329, then budget control is done on the total available funds for Accounts linked to the Cost Centre for Account Categories 0 to 309 plus Account Categories 330 to 739. Thus Accounts linked to Account Categories 310 to 329 (Salary Account Categories) are excluded from the calculation of available funds. However, for accounts where their categories range from 310 to 329 and from 740 onwards, the rules described above will be applied. Thus, users must ensure that the budget control indicators for these accounts are set-up correctly.

3.4.   VALIDATE ACCOUNT STRUCTURE {FCSO-4} ✋

This option will validate the calculation structure and a report will be produced. The items reported on are as follows:

∗ **(D)etail Accounts without a (T)otal**. At any level (**D**)etail accounts should have a (**T**)otal before a higher level can start. The (**S**)ubtotals from the "start" of a level to the (**T**)otal of the level is unlimited. A lower level may start within that range, as long as it is sub-totalled and totalled before the higher one is totalled.

∗ **(S)ub-total Accounts without a (T)otal.** (**D**)etail accounts at a specific level should have a (**S**)ub-total(s) and should end with a (**T**)otal before a higher level is started. Lower level ranges are allowed within the detail accounts or between sub-totals and/or the total of that level.

∗ **More than one total for the same range**. Such a condition will normally occur by accident, but if followed by a higher (**T**)otal, both totals will be included resulting in a duplication of values.

∗ **Control Totals**. At the end of this report the system will reflect the following totals:
  – Total number of accounts
  – Total number of (**D**)etail accounts
  – Total number of (**H**)eader
  – Total number of (**S**)ub-total accounts
  – Total number of (**T**)otal accounts
  – Total number of (**0**)-level (zero) accounts

—   Total number of (**N**)on-active accounts.

USER SELECTION: Previous request
                The options Batch, Run or Exit are available.
                After the user ran the report, the report can be viewed
                to screen or printed to a selected printer.

PRINT SEQUENCE: Detail for each Code Structure category.

Validate Account Structure

```
9-Sep-2002 09:02              INTEGRATED TERTIARY SOFTWARE                      Page :    1
Program : f73ccc.pc           Account Structure Validation



      Accounts Statistics :
                  Number Of Heading Accounts :    76
                   Number Of Detail Accounts :   574
                Number Of Sub-Total Accounts :    22
                   Number Of Total Accounts :    89
                  Number of Invalid Accounts :     2
                   Total Number Of Accounts :   763

                              A C C O U N T S
                  Year :    Active Non-Active Active/Non     Total
                  1999 :       555         1        11        567
                  2000 :       556         1        13        570
                  2001 :       558         0        10        568


  Accounts Per Level :    1     2     3     4     5     6     7     8     9
                         45    17    70    69   261   253    34     6     6


Accounts where the Account Functions is not H, D, S or T
    69696969 Account created for LMU
    69696970 Account created for LMU 444*

Accounts where the Account Level is not between 1 and 9
    69696969 Account created for LMU         0
    69696970 Account created for LMU 444*    0

Invalid Accounts
    1999 100002
    1999 10101
    1999 200012
    1999 200014

Accounts where the Account Category is invalid
    2212     S + T: Adminstration          331
    2214     S + T: Academics              331
    2216     S + T: Academics              331
    2218     S + T: Appointments           331
    2220     S + T: Scientific Travel       331
    2210     S + T: Council Members         331
    0203     Staff Refreshments            331
    0204     Honoraria                     331
    2051     Bank charges                  331
    2101     Bursaries and Awards          331
```

```
    2151      Cleaning Services           331
    2203      Protective Clothing         331
    2204      Books and Manuals           331
    2205      Small Tools                 331
    2206      Items Purchase for Resale   331
    2207      Computer Software           331
    2208      Small Furniture and Equipment 331
    9510      Meal control                11

Accounts where the Budget Control Indicator is invalid
     NONE




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Page :    2
Program : f73ccc.pc                              Account Structure Validation


Accounts where the Budget Control Indicator is invalid (Continue)



Detail and Subtotal Validation
    00000006 Test                      T 1 First Account is not a Detail Account
>>00000006 Test T 1
    00000009 Fixed Assets              D 5 Level does not end with a Subtotal or Total Account
    00001    Test tsa                  D 1 Level does not end with a Subtotal or Total Account
    0024     uuu                       D 5 Level does not end with a Subtotal or Total Account
    0617     Test acc mls              D 5 Level does not end with a Subtotal or Total Account
    1005     Study Guide Default Student D 6 Level does not end with a Subtotal or Total Account
    123      tasja                     D 1 Level does not end with a Subtotal or Total Account
    2021     Library Periodicals       D 6 Level does not end with a Subtotal or Total Account
    202161   edufin                    D 1 Level does not end with a Subtotal or Total Account
    2227     Contract Transport        D 5 Level does not end with a Subtotal or Total Account
    5249     TOTAL CENTRAL GOVERN GRANTS T 6 Level is less than or equal to previous Total Account
    5430     Interest on Loan Funds    D 6 Level does not end with a Subtotal or Total Account
    7724     Mach + Equipment (incl Sport) D 3 Level does not end with a Subtotal or Total Account
    900876   INVESTMENT FUND           D 1 Level does not end with a Subtotal or Total Account

Accounts After Account Level 9 Total
    99999    test                      D 8 After T 9

Account in the Revenue and Expense Range that are Asset or Liability
    22331    Default Account Type Xfer Work 1 D
    3222     Audiovisual *894 Aquip>R1800  4 D
    5418     Short Term Investments       6 D
    5678     New Equipment.               6 D
    5810     Transfer to Accumulated Funds 8 D

Account in the Asset or Liability Range that are Revenue and Expense
    777      Merit Award Credit Account   1 D
    778      Merit Award Debit Account    1 D
    8310     Subsidy                      3 D
    900876   INVESTMENT FUND              1 D
    98899    INVESTMENT AC                1 D
    9988     Test Account                 1 D
    99999    Test                         8 D

    *******  Validation Completed *******
```

3.5.   ACCOUNT LISTS {FCSO-5} ✎

The creation of accounts and cost centres merely supports "what" is to be reported on and "where" or for "whom" the reporting is done.

*To post transactions, (**G**)eneral (**L**)edger (**A**)llocations must be created by combining a cost centre and an account. The easiest way out would be to declare all accounts "valid" for all cost centres. There are two very dangerous aspects implied in this approach, namely:*

- The number of *(**G**)eneral (**L**)edger (**A**)llocations* created will be astronomical, resulting in the abuse of computer facilities. For example: if the institution consists of 1 000 cost centres with an account list of 1 000, the maximum number of *(**G**)eneral (**L**)edger (**A**)llocations* would be 1 000 000!
- A further result would be the creation of "unnecessary" or "illogical" *(**G**)eneral (**L**)edger (**A**)llocations*, which open the possibility for people to update incorrect transactions. For example: expense accounts would be created for the Fixed Asset Funds, whereas such transactions are not allowed.

The second option would be to declare accounts one-by-one, valid for the various single cost centres. This approach is unacceptable from a workload point of view, but may be used by exception.

The system provides a facility whereby the user can declare groups of accounts valid for specific groups of cost centres. This facility is explained in the next Section (3.6). One of the options available is to declare a valid subset of the master account list, and the option currently being discussed facilitates the creation of subsets of accounts called "Account Lists".

The option consists of three Blocks, and the user can create a list by giving it a code and a name in Block 1 and then create the accounts by a menu option following Block 2. Block 3 displays the accounts in the List, and single accounts can be added to the List.

The detail of the Blocks is as follows:

Block 1: ACCOUNT LIST CODE AND NAME {FCSO-5b1}

  A. **List Code**   (A3) Code for this list

  B. **List Name**   (A40) Description of the name for this list.

Block 2: ACCOUNT LISTS {FCSO-5b2}

A. **List Code** (A3) Code for this list to be updated or queried. The system will display the name and the number of accounts presently in the named list.

B. **Major additions** (A1) If the user wants to add single accounts the response would be **(N)**o, and after a <NEXT BLOCK>, single accounts can be entered. If the user wants to do major additions, the response would be **(Y)**es and on <ENTER> the following menu will be displayed:

> *Previous request*
> *Supply the account list's code to add to (x = ex it)*

After the list code is entered, the system responds with:

> Select one of the following methods:
>
>   1. From Another List
>   2. Accounts From => To
>   3. Indicated Accounts
>   4. Accounts per Category
>   Q. Return to Previous Menu

- Option 1. will copy another list into the one mentioned in **1.A** above
- Option 2. will allow the entering of a "start" and "end" account
- Option 3. will allow the specification of an exception indicator, and all accounts marked with this indicator will be copied
- Option 4. will allow the specification of an account category and all accounts linked to the account category will be copied.

Block 3: LIST DETAIL {FCSO-5b3}

After execution of a menu option, the user may query the list in Block 3. On entering <NEXT BLOCK> or <PREVIOUS BLOCK>, the system will carry the number of the list to this Block and on query the following will be displayed:

- Account Number
- Account Name (first line of description)
- Function
- Function Level.

NOTE: The system will allow the user to create **(H)**eader, **(S)**ub-total and **(T)**otal accounts on these lists, but when a list is linked to a cost centre by option {FCSO-6}, these accounts will not form valid GLA's.

3.6.   GENERAL LEDGER ALLOCATIONS {FCSO-6} ↳

As was said before, the creation of accounts and cost centres merely supports "what" is to be reported on and "where" or for "whom" the reporting is done. *In order to post transactions, (**G**)eneral (**L**)edger (**A**)llocations must be created by combining a cost centre and an account.*

The code of the cost centre to which allocations are to be done is entered in Block 1. The program will validate that the Cost Centre is a (D)etail and not a (C)onsolidation Cost Centre. The system will display the name of the cost centre and the number of accounts already linked for the current GL financial year. The user will then be prompted with the question: *"Do you want to do major allocations"*

If the answer is (**N**)o, the user can do **individual allocations** in Block 2 after the <NEXT BLOCK> command, as follows:

* the system will display the cost centre from Block 1.
* enter the code of the account to be added. A <LIST> of all detail Accounts currently linked to the Cost Center specified, for the current GL financial year, is available. Thus, Users can use the <LIST> function to agree with the records created in their working papers.
* the names of the cost centre and account are displayed
* the system defaults and displays the present financial year of the General Ledger. If another financial year is entered, the system will respond with: "GLA year is not equal to the current year of the GL Subsystem".
* enter the (**A**)ctive or (**N**)on-active indicator
* a reason for (**A**)ctive or (**N**)on-active can be entered.

The user can acknowledge the message of the financial year field and the transaction will be <COMMIT>ted. The program will validate that duplicate records cannot be created for the same financial year.

Major allocations can be done by replying (**Y**)es, and the following menu will be displayed:

Select a number from each list:

Cost Centres :   Accounts :

1. CC's From => To   1. Accounts From => To
2. CC's per Consolidation   2. Accounts Indicated
3. CC's per Department   3. Accounts per Account List Code
4. CC's per Fund Group   4. Select Up To 10 Accounts
5. CC's Masked
6. Select Up To 10 CC's
7. CC's/Acc's Non-/active Indicator

8. Copy all GLA's to Next Fin. Year
Q. RETURN

CC - Option 1. will link to the cost centres within the range

CC - Option 2. will link to all cost centres consolidated into the specified cost centre

CC - Option 3. will link to all cost centres linked to the specified department

CC - Option 4. will link to all cost centres linked to the specified fund group

CC - Option 5. will link to all cost centres which match the mask criteria, e.g. **F** would link to all cost centres starting with an "**F**"

CC - Option 6. Will link up to 10 cost centres

CC -. Option 7. will set the non-/active flag for a range of cost centres, accounts and financial years. If the flag is set to non-active a "Reason for non-active indicator" can be supplied by the user

CC -. Option 8. will copy all active GLA's of the current year to the next year as active GLA's. If this option is re-run in the same year, then it will add the active GLA's not yet in the next year

Acc - Option 1. will use all accounts in the range

Acc - Option 2. will use all accounts with specified exception indicator

Acc - Option 3. will use all accounts linked to the specified list.

Acc - Option 4. will use up to 10 accounts

The system will control that:

∗ Duplicate GLA's for the same financial year cannot be created
∗ (**H**)eader, (**S**)ub-total and (**T**)otal accounts cannot be created
∗ GLA's in use and the balance is not zero, cannot be deleted.
∗ Non-active Cost centres and/or Accounts are not copied.

3.7.   *TRANSACTION TYPE DEFINITIONS   {FCSO-7}* ✎

Pre-defined transaction types support all ITS Financial Systems. The user can define some detail of an envisaged transaction. In this way certain advantages are realised:

∗ decisions on accounting principles are taken away from juniors
∗ mistakes in respect of GL-Allocations are minimised
∗ speed of updating of manual transactions is obtained
∗ the process of automatic transactions is simplified.

The following detail is required:

A. **Type** (N4) Any value in the *range 0001 to 9999* is allowed.

B. **Name** (A30) Supply a suitable name to describe the type of transaction that is to be defined.

C. <mark>**Active Indicator**</mark> (A1) Is this transaction type (**A**)ctive or (**N**)on-active? The system will not allow (**N**)on-active transaction types to be used by the users or programs. Post to GL, for all subsystems, will post (**N**)on-active Transaction types to the GL, if the user changes this field to (**N**)on-active after an input of a transaction, if the transactions have not yet been posted.

D. **Subsystem** (A2) Supply the subsystem for which this transaction type is valid. When a type is used in one of the subsystems, the system will check that it is valid for that subsystem.

   The <LIST> function will show the allowed values for this field, namely:

AR	Accounts Receivable
AS	Alumni Subsystem
BC	Budget Control
CB	Cash Book
CM	Meal System
CT	Counter Subsystem
GL	General Ledger
IM	Research System
LL	Long Term Loans
PM	Procurement Management
PR	Payroll
SD	Student Debtors

E. **Default Value** (N17,2) Specific types of transactions, for example Registration or Application Fees, normally have a standard value. If a default value is entered, the system will display this value whenever this Transaction Type is used. The value may be adjusted

> It is important to note that in some instances the generation of a transaction is dependent on the value of this transaction. Whenever a transaction is linked to an event in the Student Debtors Subsystem, the generate indicator is set to (Y)es, the system will require that an amount be specified. The exceptions are the following:

   – Qualification Fee (Amount from Qualification)
   – Class Fee (Amount from Subject)
   – Hostel Fee (Amount from Hostel)
   – Lab Deposit (Amount from Subject)
   – Interest (Amount calculated from Student Fee Account)
   – Payroll Deduction Transfer (Amount from Payroll)
   – Inter Fee, Deposit Transfer (Amount from batch program)

If any other transaction is linked, generate indicator is set to (**Y**)es and the amount set to zero, the system will not generate a transaction.

F. **Cash Book Code** (A5) An institution may have more than one bank account, in which case different receipt/payment types may be linked to these bank accounts. *This field is thus mandatory only if the subsystem is set to **CT***. This number will be used for the production of separate bank deposit listings for the different bank accounts (refer option {FCTO-21}).

If another subsystem's transactions need a Cash Book Code (e.g. Transaction type link to event "FH"), it will use the Cash Book Code linked to:

∗   Firstly: The transaction type.
∗   Secondly: If the transaction type Cash Book Code field is null, it will use the Cash Book Code linked to the subsystem in option {FCSM-5b3}

G. **Financial Field** (A1) Supply one of the following:

∗   (**S**)-Balance
∗   (**B**)udget
∗   (**J**)ournal
∗   (**C**)ommitment

The possible combinations of Subsystem and Financial fields are:

Subsystem	**(S)-Balance**	**(B)udget**	**(J)ournal**	**(C)ommitment**
AR	*	-	*	-
AS	-	-	*	-
BC	-	*	-	-
CB	-	-	*	-
CM	-	-	*	-
CT	-	-	*	-
GL	*	*	*	-
IM	-	*	*	-
LL	-	-	*	-
PM	*	-	*	*
PR	-	-	*	-
SD	*	-	*	-

H. **Income / Expense** (A1) This indicator differentiates between transactions affecting (I)ncome (Receipt {FCTO-3}) and (E)xpense (Cheque {FCTO-6}) cash books. Both indicators can be used for debit and credit transactions.

I. **Update Type** (A1) There are essentially *two categories of transactions,* namely:

1. *(M)anual transactions*, whereby the user updates individual transactions via a journal screen

2. *(A)utomatic transactions*, which are triggered by the occurrence of a specific "**event**". These events are programmed into the system and the user can link transaction types to an event if an automatic transaction is required. These events can be queried under option {FCSO-22} and {FSAC-21}. The events under option {FCSO-22} are relevant to the financial systems and the events under option {FSAC-21} refer to transactions in the Student Debtors Subsystem.

> Since automatic journals are triggered by event(s), users should understand the principle of this interaction and take utmost care in preparing the combinations.
> The logical steps are as follows:

* Decide which transaction is to be triggered by an event
* Create transaction type(s) with the correct General Ledger Allocations to be debited and credited
* Link the transaction type(s) to the event. *The link between transactions and events for SD and all others are linked here.* Transaction events for the non-SD systems can be queried under Option {FCSO-22} and more detail is available in Section 4.6. When this indicator is set to (**A**)utomatic, completion of the **event number** is mandatory.

J. **Event Number** (A2) The user specifies the transaction event which will trigger this transaction. Refer to the report {FCSOR1-26} for a list of transaction events.

K. **Repeat Indicator** (Y/N) (A1) The user may specify repeating transactions in the Procurement Management (**PM**), Accounts Receivable (**AR**) and General Ledger (**GL**) Subsystems. Whenever the applicable screens are used, the system will control that a transaction type with a (**Y**)es in this field is used. The number of repetitions and the intervals will be specified, and the program will generate transactions accordingly.

L. **Credit / Debit** (A1) Indicate whether the transaction type is a (**C**)redit or (**D**)ebit to, for example, the student's account with the implication that the user has to specify "debit" and "credit" transactions. The system will display this indicator when this transaction type is used in option {FSAO-1}, but it is not updateable there. This indicator is only relevant if the subsystem, in **D** above, is **SD**, **CT, CB, AR, PM** or **CM**.

M. **Person Type** (A1) This field is only relevant when the subsystem in **D** above is **CT**, **CB** or **CM**. The type is entered here, the allowed values being:

> **S** = (**S**)tudent Debtor
> **P** = (**P**)ersonnel Debtor
> **C** = Normal (**C**)reditor
> **D** = Normal (**D**)ebtor
> **A** = (**A**)lumni
> **O** = All (**O**)ther Payments

When this transaction type is used in options {FCTO-3/6} or {FCBO-1} of the Counter or Cash Book Subsystems, this value will default in the "Debt/Cred Type" field, and it will not be updateable on those screens.

N. **Linked Transaction** (N4) Enter any existing code and the system will display the description. This facility originates from the requirement for VAT handling in the sense that the occurrence of the "primary" or "standard" transaction should automatically generate the required VAT transaction. The facility works the same in principle, as the combination of events and transactions, the only difference being that execution of the "primary" transaction serves as the "event" to activate the "linked" transaction.

O. **Card System** (Y/N) Indicate whether this transaction must update the Card/Meal Account. The default value for this field is (N)o. The following rules apply to this field :-

   ♦ If the sub-system is **CM**, this field can only be (**N**)o.
   ♦ For any other sub-system where the transaction must update the Card/Meal Account, and the Debtor/Creditor type in **M** above is (**S**)tudent, (**P**)ersonnel or (**O**)ther, this field must be set to (**Y**)es by the user. The sub-systems that may process transactions to the Card/Meal Accounts are **CT** and **CB**.

P. **VAT 201 Report Box** (A2) The VAT 201 report consists of pre-numbered boxes. If a transaction should be reported on the VAT 201 form, the user will specify here in which box it should be accumulated. It could range from 1 to 23.

Please Note: ANY transaction without a number in this field will not be reported on the VAT 201 return.

Q. **Transaction Note and Alternate note** (A29, A29) These note fields are used in the Student Accounts Subsystem depending on the student's language preference.

R. **VAT D/C indicator** (A1) The VAT corrections in the General Ledger can be debit or credit transactions. This indicator tells the VAT 201 report whether the debit or credit should be used. This field is only mandatory if the subsystem is "**GL**" and the VAT 201 Report Box (**P.** above) is not null.

S. **Post to General Ledger** (Y/N) The only value allowed for the General Ledger Subsystem is (**Y**)es, and under normal circumstances it will be (**Y**)es for all other subsystems. When balances for debtors and creditors are updated in the take-on process, and the balance of the debtors or creditors control has already been updated by a normal GL-journal, the user can create a type with this indicator set to (**N**)o. In such cases caution should be taken that the total of all debtors or creditors are in balance with the control account. Note should be taken that even if the indicator is set to (**N**)o, the system will still require GLA's, and the user may enter **any** two valid GLA's.

> Note: The transaction type(s) for the Alumni Subsystem (AS) should be defined with a (N)o in this field.

T. **GL Note** (A30) Enter a note to default to the screen in which this transaction is used. The note to accompany the **GL-transaction**, if any, is dependent on the note committed on the input screen.

U. **Debit GLA** (A4, A6 for UK clients+A8) Any transaction is debited against a GL-Allocation. The pre-defined code for this account may be entered here, and the name of the Cost Center and Account will be displayed. (GL-Allocations are defined under option {FCSO-6}).

   Completion of this field and the GL-Allocation to be credited (see **Y.** below) can be (**M**)**andatory** or may be (**C**)**onvenient**, or in some instances the value may even be **unknown/(V)ariable** and can, therefore, not be supplied. In the last two instances the screens where the transaction will be used, allow for updating, whilst in the first mentioned the screens do not display this field or it is not updateable.

V. **Update CC** (Y/N) (Default = "**Y**"). May the user update the Debit Cost Centre when this transaction type is used? (**Y**)es or (**N**)o. This field can only be set to (**N**)o if the "Update Type", see **I.** above, is set to (**M**)anual. This field cannot be set to (**N**)o if the Cost Centre is null.

W. **Update Account** (Y/N) (Default = "**Y**"). May the user update the Debit Account when this transaction type is used? (**Y**)es or (**N**)o. This field cannot be set to (**N**)o if the Account is null.

X. **How to post?** (A1) The system will generate one or more transactions for the General Ledger upon execution of option {FGLO-28}. If the detail of the transactions is not required within the General Ledger, the indicator will be set to (**S**)ummary, else to (**D**)etail. If set to (**S**)ummary, the system will accumulate all transactions for the specific account, which has not as yet been posted, and post one transaction. The ID of the user that normally accompanies a transaction will be the "username" of the person who executed option {FGLO-28}.

Y. **Credit GLA** (A4+A8)   See remarks in **U.** above.

Z. **Update CC** (Y/N) (Default = "**Y**") May the user update the Credit Cost Centre when this transaction type is used?, (**Y**)es or (**N**)o. This field can only be set to (**N**)o if the "Update Type", see **I.** above, is set to (**M**)anual. This field cannot be set to (**N**)o if the Cost Centre is null.

AA. **Update Account** (Y/N) (Default = "**Y**") May the user update the Credit Account when this transaction type is used? (**Y**)es or (**N**)o. This field cannot be set to (**N**)o if the Account is null.

BB. **How to post?**   (A1) See remarks in **X.** above.

CC. **Financial Year** (YYYY) If a transaction type is meant to be valid only during a specific year, the user may enter a value equal to or greater than the present financial year, or in all other cases "**00**" (zero). If zero, the system will default to the year of the subsystem. The user may change this field, if required, on the screen where it is used with the exception of transaction types linked to sub-system GL. Transaction Types linked to sub-system GL are subject to the setting of rule GH, of the system operational definitions, on menu option {FCSM-1b2}.

Rule GH provides the facility to prevent the update of the financial year and cycle for Ledger journals. Whenever the user supplies a transaction type on any of the GL journal screens, may the user update the financial year and cycle, (Y)es or (N)o? This rule must also be read in conjunction with rules GC and GY.

Rule GC provides the facility to allow Ledger journals being processed in previous cycles and rule GY provides the facility to allow Ledger journals being processed in previous years.

Thus, users must take care when defining the financial year and cycle on the Transaction Type. For example, the current year and cycle of GL is 200006 and all the abovementioned rules are set to (N)o. Should a Transaction Type for sub-system GL be defined with the financial year and cycle less than 200006, this transaction type will not be a valid Transaction Type for any of the Ledger journal screens although it is declared active in field **C** above.

DD. **Financial Cycle** (MM) If a transaction type is meant to be valid only during a specific cycle, the user may enter a value equal to or greater than the present financial cycle, or in all other cases "**00**" (zero). If zero, the system will default to the cycle of the subsystem. The user may change this field if required on the screen where it is used with the exception of Transaction Types linked to sub-system GL. Transaction Types linked to sub-system GL are subject to the setting of rule GH, of the system operational definitions, on menu option {FCSM-1b2}.

Rule GH provides the facility to prevent the update of the financial year and cycle for Ledger journals. Whenever the user supplies a transaction type on any of the GL journal screens, may the user update the financial year and cycle, (Y)es or (N)o? This rule must also be read in conjunction with rules GC and GY.

Rule GC provides the facility to allow Ledger journals to be processed in previous cycles and rule GY provides the facility to allow Ledger journals to be processed in previous years.

Thus, users must take care when defining the financial year and cycle on the Transaction Type. For example, the current year and cycle of GL is 200006 and all the abovementioned rules are set to (N)o. Should a Transaction Type for sub-system GL be defined with the financial year and cycle less than 200006, this transaction type will not be a valid Transaction Type for any of the Ledger journal screens although it is declared active in field **C** above.

EE   **Account Type** (A4) Supply the default Account Type to be used. This is not a mandatory field. A <LIST> function is available and the contents thereof will now be discussed.

Firstly, Account Types may only be defined for sub-systems AR, CM, PM and SD. Account Type definitions are defined on menu option {FCSC-21}. For a more detailed discussion on Account Types, Users must read Chapter 5.8.

Where the sub-system, in D above, is PM, the <LIST> function will only contain active Accounts Types defined for PM.

Where the sub-system, in D above, is AR, the <LIST> function will only contain active Accounts Types defined for AR.

Where the sub-system, in D above, is CM, the <LIST> function will only contain active Accounts Types defined for CM.

Where the sub-system, in D above, is SD and Card System, in O above, is (Y)es, the <LIST> function will only contain active Account Types for the CM.

Where the sub-system, in D above, is SD and Card System, in O above, is (N)o, the <LIST> function will only contain active Account Types for the SD.

Where the sub-system, in D above, is CT or CB, the <LIST> function is dependent on the values of Debtor/Creditor Type, in M above, and, if applicable, Card System, in O above, as follows: -

 Where Debtor/Creditor Type is (S)tudent and Card System is (N)o, the <LIST>function will only contain active Account Types for the SD.

Where Debtor/Creditor Type is (S)tudent and Card System is (Y)es, the <LIST>function will only contain active Account Types for the CM.

Where Debtor/Creditor Type is (C)reditor, the <LIST> function will only contain active Accounts Types defined for PM. Card System is not applicable.

Where Debtor/Creditor Type is (D)ebtor, the <LIST> function will only contain active Accounts Types defined for AR. Card System is not applicable.

Where Debtor/Creditor Type is (O)ther and Card System is (Y)es, the <LIST>function will only contain active Account Types for the CM.

Where Debtor/Creditor Type is (O)ther and Card System is (N)o, the <LIST>function will contain no values.

For all other Debtor/Creditor Types, the <LIST> function will contain no values.

FF **Update Account Type** (Y/N) (A1) Can the User update the Account Type (**Y**)es/(**N**)o. When this Transaction Type is used, may the user update the Account Type?

3.8.   *MAINTAIN FOREIGN CURRENCY {FCSO-21}* ✎

The Debtor, Creditor, Cashbook, Investment Register, Research and Long-term Loans systems can now accommodate transactions for foreign currencies. In this three (3) block option, users can define the types of rates that are valid for each of the abovementioned systems. The Debtor and Cashbook systems can accommodate multiple types of rates. The types of rates being: -

♦ Fixed
♦ Buy
♦ Sell, and
♦ Normal

Various foreign currency codes can be defined for foreign countries. Users can decide which type of rates applies to each of the currency codes along with the applicable exchange rates. Thus, a foreign currency can have exchange rates for each of the types of rates mentioned above. Users can also define whether the exchange rates can be updated when used in the financial systems. Details of this three (3) block option are as follows: -

Block 1: Subsystem Type Of Exchange Rates {FCSO-21b1}

A. **Subsystem** (A2) This field is not updateable by the user. The subsystems to which Type of Rates can be linked to are :-

- Accounts Receivable AR
- Cashbook CB
- Counter System CT
- Investment Register IV
- Research System IM
- Long-term Loans LL
- Procurement Management PM
- Student Debtors SD

B. **Type Of Document** (A2) This field is not updateable by the user. The only documents that are valid for foreign exchange transactions are indicated as follows :

Sub-System	Type Of Document
AR ACCOUNT RECEIVEABLE	AL All documents
CB CASHBOOK	EX Expense
CB CASHBOOK	IN Income
CT COUNTER SYSTEM	EX Expense
CT COUNTER SYSTEM	IN Income
GL GENERAL LEDGER	IV Investment
IM RESEARCH SYSTEM	AL All documents
LL LONG TERM LOANS	AL All documents
PM PROCUREMENT MANAGEMENT	AL All documents
SD STUDENT DEBTORS	BL Bursary/loans
SD STUDENT DEBTORS	DC Manual journals
SD STUDENT DEBTORS	IC Cancel Invoice
SD STUDENT DEBTORS	RF Raise financial debits

C. **Type Of Rate** (A1) Supply the Type of Exchange Rate applicable to the subsystem. The user must now define for each subsystem what type of exchange rate must be applied. For example, the institution may decide to raise fees, in respect of foreign students, at a set fee irrespective of the fluctuating exchange rate. The Type of exchange rate for the subsystem **SD**, type of document **RF** will then be set to (**F**)ixed rate of exchange. Users must note that should they apply (**F**)ixed rate, it is intended to be fixed for the medium to long term. With reference to our example, the institution may decide that the fee to be raised for foreign students is revised on an annual basis and thus the (**F**)ixed rate of exchange will remain in force for one year. Other valid values for this field are (**B**)uy, (**S**)ell and (**N**)ormal

D. **Updateable** (Y/N) (A1) When processing transactions, may the user update the currency exchange rate, (**Y**)es or (**N**)o.

Block 2: Fixed Foreign Currencies {FCSO-21b2}

On this block, users can define currency codes and descriptions for those foreign countries with which they have dealings with and indicate the exchange rates for those whom the (F)ixed type of rate applies. For those whom the (F)ixed type of rate does not apply, the rate of exchange will be set to 0.000. Fluctuating rates of exchange are defined on block 3 and not here. Thus, when applying rates on this block, it is implied that the rate is for the medium to long term period and should not be adjusted too often.

A. **Code** (A3) Define suitable currency codes for foreign countries.

B. **Name** (A30) Supply a suitable descriptions to describe the foreign currency codes defined in A above.

C. **Exchange Rate** (N4.3) Supply the rate of exchange, in the institution's own currency, which is equivalent to one (1) foreign currency. Example, one (1) USD is fixed at R6.00. Should the currency of the institution be SAR – SA Rand, the rate here would be 6.000 for the foreign currency code USD – US Dollar. Note : Only supply rates of exchange to those foreign currencies for which the (F)ixed type of rate applies.

Block 3: Variable Foreign Currencies {FCSO-21b3}

On this block, users indicate, for the foreign currencies defined on block 2, the rates of exchange for the (B)uy, (S)ell and/or (N)ormal type of rates. Fixed rates of exchange are defined on block 2 and not here. Thus, when applying rates on this block, it is implied that the rate is of a fluctuating nature and therefore can be changed at any time.

A. **Currency Code** (A3) A <LIST OF VALUES> containing foreign currency codes which are defined on block 2 is available. Users cannot create new foreign currency codes here. Should new foreign currency codes be required for this block, they must be defined on block 2 with an exchange rate of 0.00.

B. **Description** (A30) The name will default when the code is supplied in A above. The name cannot be updated here.

C. **Date** (DD-MON-YYYY) Supply the date from when the rate of exchange is effective.

D. **Type Of Rate** (A1) Indicate whether the (B)uy, (S)ell and/or (N)ormal type of rate is applicable to the currency code supplied in A above.

E. **Exchange Rate** (N5.3) Supply the rate of exchange, in the institution's own currency, which is equivalent to one (1) foreign currency. Example, one (1) USD is equivalent to R6.00 SAR. Should the currency of the institution be SAR – SA Rand, the rate here would be 6.000 for the foreign currency code USD – US Dollar.

F. **Orders Updated** (Y/N) (A1) Have orders been updated (Y)es or (N)o. This field is not updateable by the user and is only updated when the exchange rate calculation program is run on <EXIT> of this option.

G. **User** (A8) On <COMMIT> of this block, the user who updated D and E above is recorded here.

All updates to this option are written to a log file. The log file can be found on menu option {FCSMR1-3 option 17}.

3.9.   *QUERY TRANSACTION EVENTS {FCSO-22}* ✎

The Financial System is driven by transaction types, which allow the system to default certain values on updating of transactions, thereby adding additional control and speed to normal processes. One of the update types is **(A)utomatic**, which indicates that some or other event will trigger this transaction type.

The events in the system are predefined and are linked to a specific program. When this program is activated, the linked transaction will be activated and a transaction will be generated. Transaction events can be seen in the report {FCSOR1-25}.

This screen can be queried only, and the following fields are displayed:

A. **Event Number** (A2) A unique number as allocated by ITS.

B. **Description** (A40) The description of the event will be displayed. The first two fields of the description will always indicate the subsystem in which this event takes place, i.e. where the transaction type should be created.

3.10.   *QUERY TYPES OF DOCUMENTS {FCSO-23}* ✎

Some of the financial subsystem transactions (e.g. PM and AR) are linked to types of documents. These give more definition to the documents of the subsystem. The user has no control over the linking of these types to a transaction, since it forms part of the program code. The user can, however, control the display sequence of these documents on the <LIST> function.

This screen can be queried and the Display sequence field is the only field that can be updated. The following fields are displayed:

A. **Type Code** (A1) A unique character as allocated by ITS for each subsystem involved.

B. **Description** (A30) Description of the Document.

C. **Short Description / Alternate** (A10, A10) The English and Alternate description of the type will be displayed.

D. **Debit/Credit** (A1) The debit or credit indicator of this type of Document.

E. **Subsystem** (A2) The subsystem that uses this type of Document.

F. **Display Sequence** (N2) The sequence in which the document must appear on the
<LIST> function.

3.11.   REPORTS   *{FCSO-80} / {FCSOR1}*

3.11.1. CC Codes / Names {FCSOR1-1} ✎

This report is used to display the complete list of defined cost centres plus the short name and host cost centre, as well as, whether they are Active or Non - active. The total Active and Non-active cost centres are displayed at the end of the report.

USER SELECTION: Previous request
                             Enter The Start/End Cost Centre
                             Select to run the report to screen or to batch or to exit.
                             The report can be viewed on screen or printed to a
                             selected printer.
PRINT SEQUENCE: Numerical on CC number.


```
29-Sep-2002 12:32                  INTEGRATED TERTIARY SOFTWARE                         Page : 1
Program  : f7accc.pc   v12.0.0.0       List of Cost Centres
                                   Start Cost Centre : MAC1        End Cost Centre : MAC1

CCntr  Cost Centre Name                 Short Name      Host  Dept F Grp Vat Reg Vat Cde Active/Non-Active
------ ----------------                 ---------             ----- ---- ----- ------- ------- -------
----------


MAC1   MAC ENGLISH                      MAC ENGLISH     MAC1 99   1110  01      P       A


          Total Cost Centres Active    : 1
          Total Cost Centres Not Active : 0


                 ******** End Of Report ********
(EOF):
```

3.11.2. CC Detail List {FCSOR1-2} ✍

This report is used to display a selective list of defined cost centres.   All relevant information is displayed as well as the consolidation strings under consolidation cost centres. The report hereunder is a numerical list.

USER SELECTION: Previous request
1.   All Cost centres
2.   Per Department - From/To
3.   Per Fund Group - From/To

PRINT SEQUENCE: Alphabetical or Numerical when 1. above
Numerical when 2. or 3. above.

```
Date: 29-Sep-2002 13:57                        INTEGRATED TERTIARY SOFTWARE itsv12
Page   1
Program : f7frpt(CS).(rdf) V12.0.0.0           Cost Centre Detail
                                                Alphabetical List

                                               Budget Cons   Fund   VAT
VAT  Dept Department Name
    Code   Name                                C/f  Into    Group  Reg
Rate Code
                                                              Code
Code   Code

    9300   ABC                                  B            1202   10
S   1004 PHYSICS
    6020   ACADEMIC ADMINISTRATION              B    6099    1206   10
P    5014 ACADEMIC ADMINISTR
A
    1058   ACCOUNTING-PMB                       B    1099    1202   10
S    1410 ACCOUNTING
    DD99   ADMINISTRATION                       C    EE99
        Consolidation String For: DD99 <=== DD86, DD87, DD88,
    6099   ADMINISTRATION TOTAL                 B    9996           10
S
        Consolidation String For: 6099 <=== 3000, 3500, 4000, 4010, 4213, 4444, 5000, 5001, 6000,
6010,  6011,  6020,  6030,  A001,
A002, AN20, TTOT,
    DD31   ADMISSIONS                           C    DD86    1110   01
Z    9411 STUDENT ADMINISTRA
T
    DD31   ADMISSIONS                           C    D123    1110   01
Z    9411 STUDENT ADMINISTRA
T
    F283   AECI-OPTICAL TELESCOPE               B    F289    1208   10
S    1004 PHYSICS
    F280   AECI: CHEMISTRY-DR LF SLATER         B    F289    1208   10
S    1003 CHEMISTRY
```

3.11.3. CC Consolidation Structure {FCSOR1-3} ✌

This report is used to display the consolidation structure for a selective string.

USER SELECTION: Previous request
                             Highest cost centre to start with.

PRINT SEQUENCE: Numerical within CC.

```
29-SEP-2002 13:59                    INTEGRATED TERTIARY SOFTWARE itsv12                 Page   1
 Program : f72rpt.rdf (CS)           Cost Centre Consolidation Structure


Cost Centre Code                                            Cost Centre Name

    0099                                                    TOTAL: FACT COMMERCE-DBN
        1065                                                BUSINESS ECONOMICS-PMB
        0062                                                WORLD TRADE
        0064                                                STATISTICS-DBN
        0065                                                BUSINESS ECONOMICS-DBN
        0066                                                TRANSPORT ECONOMICS
        0067                                                ECONOMICS-DBN
        0070                                                 INDUSTRIAL PSYCHOLOGY-DBN
        AA10                                                DEPARTMENT ONE
        MAC1                                                MAC ENGLISH
        MAP2                                                TEST COST CENTRE MANNY
        MAP1                                                TEST COST CENTRE
        J001                                                JOB COSTING DEPARTMENT
        0110                                                DEAN OF ARTS-DBN
        0221                                                CONSB
```

3.11.4. Account List Codes {FCSOR1-4} ✌

This report is used to display the number and description of the defined account lists.

USER SELECTION: A previous request can be entered.

PRINT SEQUENCE: Numerical.

```
10-SEP-2002 13:48:17                                                          page    1
                              INTEGRATED TERTIARY SOFTWARE
                               ACCOUNT LISTS CODES/NAMES
                               (Program : f73rpt.sql v12.0.0.0 (CS))

Acc List        Name                                        Log
Code                                                        Action
--------        ----------------------------------          -------------------------
AL1             SALARIES: ACDEMICS
AL2             SALARIES:OTHER
AL3             SUPPLIES/SERVICES: ACADEMIC DEPTS
AL4             SUPPLIES/SERVICES: ADMIN DEPTS
AL5             BALANCE SHEET
AL6             REVENUE ACCOUNTS
AL7             TEST LIST
AL8             PROEFLYS
C13             TEST CHARACTER
C88             CLINIC ACCOUNT
CED             CEDRIC ACCOUNT LIST
G13             TEST GUI
```

3.11.5. Account List Detail {FCSRO1-5} ✎

This report is used to display the complete list of accounts linked to defined account list codes.

USER SELECTION: A previous request can be entered.
                         Start/End Accounts List Code.

PRINT SEQUENCE: Accounts numerical within list.

```
10-SEP-2002 13:51:16                                                           page    1
                                 INTEGRATED TERTIARY SOFTWARE
                                    ACCOUNT LIST DETAIL
                                  FROM LIST al1 TO LIST al1
                                  (Program : f75rpt.sql (CS))

Acc List Name                                 Account  Account Name              Account Name
Code                                          Number                             Part 2
-------- ------------------------------------ -------- ------------------------- --------------------
---------
AL1      SALARIES: ACDEMICS                   0101     Salaries-Permanent Staff (PC1)
                                              0102     Salaries-Other (PC1)
                                              0201     Salaries-Perm Pers (PC2)
                                              0202     Salaries - Other (PC2)
                                              0301     Salaries-Perm Staff (PC3)
                                              0302     Salaries - Other (PC3)
                                              0401     Salaries-Perm Staff (PC4)
                                              0402     Salaries_Other (PC4)


8 rows selected.



                                 ********** End Of Report **********
(EOF):
```

3.11.6. Account Structure {FCSOR1-6} ✎

This report is used to display the complete list of defined accounts on different levels. Only the number, name, function and level are displayed.

USER SELECTION: Previous request can be entered
Lowest level to report on.

PRINT SEQUENCE: Numerical.

```
Date: 26-SEP-2002 14:02            INTEGRATED TERTIARY SOFTWARE                    Page   1
Program : f7grpt(CS).rdf V12.0.0.0      Account Structure


 Account Account
  Number Description                             Type  Function  Level
 -------- ------------------------------------- ----  --------  ------
 00000001     Test UDW budget control            E     D        5
 00000002        Test account                    E     D        1
 00000003        Telephone Expenses                    H        1
 00000004        Account 4                       R     D        1
 00000005        Test                                  H        1
 00000006        Test                                  T        1
 00000008     Test header                              T        5
 00000009     Fixed Assets                       E     D        5
   00001        Test tsa                         R     D        1
    0001 EXPENSES                                       H        9
         ==============================
   00020      other expenses                           H        5
            ==============================
   00021      Industrial Research Account        E     D        5
   00022      Research Travelling                E     D        5
   00023      Total other expense                      T        5
              ----------------------------
```

3.11.7. Account Definitions {FCSOR1-7} ✍

This report is used to display the complete detail of the defined accounts.

USER SELECTION: A previous request can be entered

PRINT SEQUENCE: Numerical.

```
Date: 10-SEP-2002 13:54:18          INTEGRATED TERTIARY SOFTWARE                        Page:   1
f7mrpt.sql_Vl2.0.0.0                    Account Definitions

Account                         Acc Funct      Sapse  Budget Acc Capital  Deprec  Acum Dep Invest
Number   Account Name           Catg Ion   Level Row Code Yes/No Type Acc Num  Acc Num  Acc Num  Acc Num
-------- ------------------------------------------ ---- ----- ----- -------- ------- ---- -------- ------
-- -------- --------
00000001 Test UDW budget control  312 D        5    40432 C      E
00000002 Test account             310 D        1    40425 C      E
00000003 Telephone Expenses           H        1
00000004 Account 4 adfa           221 D        1    40215 A      R
00000005 Test header                  H         1
00000006 Test test                    T        1
00000008 Test header 19754            T        5
00000009 Fixed Assets             410 D        5    40110 A      E
00001    Test tsa                  10 D        1    40101 A      R
0001     EXPENSES                     H        9          C
00020    other expenses               H        5          C
00021    Industrial Research Account 330 D     5    40496 A      E   7412                 8281
00022    Research Travelling      310 D        5   404120 C      E
00023    Total other expense          T        5          C
00030    other income - English       H        5          C
```

3.11.8. CC per Fund Group {FCSOR1-21} ✎

This report lists the defined cost centres and their link to the different fund groups.

USER SELECTION: Previous request can be used
                         None

PRINT SEQUENCE: Numerical on CC number within fund group.

```
26-SEP-2002  14:04:14                                                      page    1
                        INTEGRATED TERTIARY SOFTWARE itsv12
                           COST CENTRE PER FUND GROUP
                        (Program : f7hrpt.sql v12.0.0.0 (CS))

Fund Name                                   Cost    Name
Grp                                         Centre
---- ------------------------------------   ------  -------------------------------------
1110 UNDESIGN CURRENT FUNDS                 0001    TEST
                                            0002    SALARIS MED COSTING
                                            0009    TEST TSA
                                            0010    TEST TSA
                                            1001    TEST100
                                            1AAA    ITS NON DIVIDEABLE
                                            1TSA    TECHNIKON SA
                                            3TSA    TECHNIKON SA
                                            4444    INTEREST CC
                                            9888    ZOL TEST CLINIC CC
                                            A777    MERIT AWARD CREDIT CC
                                            AA10    DEPARTMENT ONE
                                            AA12    DEPARTMENT TWO
                                            AA13    DEPARTMENT THREE
                                            AA14    DEPARTMENT FOUR
```

3.11.9. GL-Allocations {FCSOR1-22} ✎

This report is used to display the complete list of defined GL-allocations. The report also reflects the active/non-active status of the GLA and the fund group and account category of the cost centre and account respectively. This list is for the use of financial control staff.

USER SELECTION: Previous request can be entered
                    Start/end year
                    Start/end cost centres
                    Start/end accounts
                    Start/end departments

PRINT SEQUENCE: Numerical on CC number and within cost centre accounts.

```
Date: 10-SEP-2002 14:01:12      INTEGRATED TERTIARY SOFTWARE                        Page:   1
f76rpt.sql_V12.0.0.0                 General Ledger Allocations
                                For The Years 2002 To 2002
                                From Cost Centre mac1 To Cost Centre mac1
                                From Account 0 To Account 99999999
                                From Department 0 To Department 9999


GLA Code          Fin. GLA Non Reason To               Fund  Acc  Dept
CC Account        Year Active  Cancel                  Grp   Catg Code General Ledger Name
--------------- ----- ------- -------------------------------- ---- ----- --------------------------------------
------------
MAC100000001    2002 A                                 1110  312   99  MAC ENGLISH Test UDW budget control
MAC100000002    2002 A                                 1110  310       MAC ENGLISH Test account
MAC100000004    2002 A                                 1110  221       MAC ENGLISH Account 4 adfa
MAC100000009    2002 A                                 1110  410       MAC ENGLISH Fixed Assets
MAC100001       2002 A                                 1110   10       MAC ENGLISH Test tsa
MAC100021       2002 A                                 1110  330       MAC ENGLISH Industrial Research Account
MAC100022       2002 A                                 1110  310       MAC ENGLISH Research Travelling
MAC100031       2002 A                                 1110  418       MAC ENGLISH research sales
MAC100032       2002 A                                 1110  230       MAC ENGLISH experiential students
MAC10011        2002 A                                 1110  410       MAC ENGLISH uuu
MAC10101        2002 A                                 1110  330       MAC ENGLISH Salaries-Permanent Staff (PC1)
MAC10102        2002 A                                 1110  310       MAC ENGLISH Salaries-Other (PC1)
MAC10103        2002 A                                 1110  310       MAC ENGLISH Salaries-Other (PC1)
MAC10104        2002 A                                 1110  310       MAC ENGLISH Leave Pay
MAC10105        2002 A                                 1110  310       MAC ENGLISH Consultation fees
MAC10106        2002 A                                 1110  310       MAC ENGLISH Authors, Examiners & Moderator
```

3.11.10.   GL-Allocation-Department {FCSOR1-23} ✍

This report is used to display the complete list of defined GL-allocations allocated to each department. The report also reflects the active/non-active status of the GLA. This list is for the use of departments.

USER SELECTION: Previous request can be entered
                         Start/end year
                         All Departments (Y/N)
                          If (**N**)o: Start/End Department
                         All Accounts (Y/N)
                          If (**N**)o: Start/End Account number

PRINT SEQUENCE: Numerical on CC number and within Department codes.

```
Date: 10-Sep-2002 14:48              INTEGRATED TERTIARY SOFTWARE                    Page   1
Program : f7erpt.rdf(CS)V12.0.0.0
            General Ledger Allocations For Department 1 : ELECTRONIC DATA PROCESSING...*
                               From Year 2002 To Year 2002
                            From Account 00000000 To Account zzzzzzzz

   General Ledger    GLA          Non-active Reason         General Ledger Name
   Allocation        Non-active
   000100022          A                                     TEST Research Travelling
   00010011           A                                     TEST uuu
   00010101           A                                     TEST Salaries-Permanent Staff (PC1)
   00010123           A                                     TEST Med Aid/ Medicines
   00010124           A                                     TEST Staff Soc / Clubs
   00015011           A                                     TEST Application Fees
   00015014           A                                     TEST Class Fees
   000900021          A                                     TEST TSA Industrial Research Account
   00097412           A                                     TEST TSA Fixed Assets
   00098281           A                                     TEST TSA Bank: Institution account 2
   001000021          A                                     TEST TSA Industrial Research Account
```

3.11.11.   Transaction Type Definitions {FCSOR1-24} ✎

This report displays the complete list of defined transaction types with some of the relevant data elements.

USER SELECTION: Previous request can be entered
                         Enter Sort Sequence (A)lphabetic or (N)umeric

PRINT SEQUENCE: Numerical within subsystem.

```
Date: 10-Sep-2002 14:52:46        INTEGRATED TERTIARY SOFTWARE itsv12                    Page:   1
f79rpt.sql V12.0.0.0                 TRANSACTION TYPE DEFINITION


                                 NON           VAT           CASH  GLA
  TRN Transaction Name           CTV   TR   VAT D/C VAT      BOOK  Debit     PS CARD DT D/C      TRN FIN
 Type Account Type               REPT  EV  LINK IND 201 FF SS CODE Credit    GL IND  CR TYPE    VALUE YEAR CYC
----- --------------------------- ---- -- ----- --- --- -- -- ---- -- ----- ---------- -- ---- -- ---- ------
   38 XFER FROM MEAL ACCOUNT      A                    J  AR      F0018420 Y      D                0    0
      -                          N                                F0019163

   39 JOB COSTING INVOICE         A    JD   42          J  AR      F0018420 Y      D                0    0
      -                          N

   42 VAT ON JOB COSTING INVOICE A          11  J  AR      F0018420 Y      D                0    0
      -                          N                                F0019207

  400 BALANCE B/F -DT             A         400         S  AR      F0019202 N      D                0    0
      -                          N

  401 BALANCE B/F-CT              A                    S  AR               N      C                0    0
      -                          N                                F0019202
```

3.11.12.   **Transaction Events {FCSOR1-25}** ✍

This report displays the complete list of events.

USER SELECTION: Previous request can be specified
                       None

PRINT SEQUENCE: Alphabetical.

```
26-SEP-2002 14:06:05                                                      page   1
                          INTEGRATED TERTIARY SOFTWARE itsv12
                               TRANSACTION EVENTS
                          (Program : f78rpt.sql v12.0.0.0(CS))

Trans          Name
Event

-----          --------------------------------------
26             SD - INTEREST - DT
27             SD - INTEREST - CT
28             SD - INTER STUDENT/MEAL TRANSFER
29             SD - PAYROLL DEDUCTION TRANSFER
30             SD - INTER ACCOUNT TYPE DT TRANSFER
31             SD - INTER ACCOUNT TYPE CR TRANSFER
33             SD - BURSARY AWARDED
34             SD - LIBRARY FINES
35             SD - LOAN AWARDED
37             SD - DT BALANCE B/F ACCOUNT TYPE
38             SD - CR BALANCE B/F ACCOUNT TYPE
40             SD - DISCOUNT ON SUBJECT/QUAL.
41             SD - RECEIPT REGISTRATION FEES
42             SD - RECEIPT APPLICATION FEES
43             SD - TRANSFER STUDENT REGISTRATION
```

3.11.13.   **Transactions per Event {FCSOR1-26}** ✎

This report displays the complete list of all the transaction events and the relevant transaction type codes linked to them.

USER SELECTION: Previous request can be specified
                         None

PRINT SEQUENCE: On event code.

```
26-SEP-2002 14:07:06                                                        page    1
                          INTEGRATED TERTIARY SOFTWARE itsv12

                                TRANSACTIONS PER EVENT

                            (Program : f7jrpt.sql V12.0.0.0 (CS))


Trans Name                                 Trn Name                      Subsystem  NON
Event                                      Code                          Code       ACTV
----- -------------------------------------- ----- ------------------------------ ---------- ----
26    SD - INTEREST - DT                     71 INTEREST SECOND  TEST        SD         A
27    SD - INTEREST - CT                      1 INTEREST - STUDENT ACCOUNTS  SD         A
28    SD - INTER STUDENT/MEAL TRANSFER      1346 CM-SD INTER ACCOUNT XFER DT  SD         A
                                            1347 CM-SD INTER ACCOUNT XFER CT  SD         A
29    SD - PAYROLL DEDUCTION TRANSFER         18 PAYROLL DEDUCTION           SD         A
30    SD - INTER ACCOUNT TYPE DT TRANSFER   1233 XFER FROM SD - EVENT 30     SD         A
31    SD - INTER ACCOUNT TYPE CR TRANSFER    862 TRANSFER-CR DEPOSIT & DT TEMP SD       A
33    SD - BURSARY AWARDED                    40 BURSARY GRANTED             SD         A
```

3.11.14.   Non-Active GLA's {FCSOR1-27} ☞

This report displays the Non-active GLA's in menu option {FCSO-6}.

USER SELECTION: A Previous request can be specified
                             Start/end year

PRINT SEQUENCE: On centre, account and year codes.

```
26-SEP-2002 14:08:12                                                         page    1
                              INTEGRATED TERTIARY SOFTWARE itsv12
                              NON-ACTIVE GENERAL LEDGER ALLOCATIONS
                               FOR THE YEARS       2002 TO      2002
                              (Program : f72rpt.sql V12.0.0.0 (CS))

GENERAL LEDGER  Fin.
ALLOCATION      Year NON-ACTIVE INDICATOR REASON
-------------- ----- -----------------------------
GENERAL LEDGER NAME
------------------------------------------------------------------------------
001000021      2002
TEST TSA Industrial Research Account

MAC10024       2002
MAC ENGLISH uuu

MAC10116       2002
MAC ENGLISH Private Teleph use

MAC12016       2002
MAC ENGLISH Printing
```

3.11.15.   Audit Log - Financial {FCSOR1-28} ✎

An Audit log is kept of certain actions that take place in the financial system. A before and after image of the data is stored. With this option, the log file can be printed.

A previous request can be specified
A menu with the different types of log records is displayed. They are :-

 1 - Loan Subsidy Percentages
 2 - Cheque Cancellations/Print Indicator
 3 - Redeem A Loan
 4 - Vehicle Tracking
 5 - Creditor Codes And Loan GLA
 6 - Effective Paydate And % Discount
 7 - ACB
 8 - Student Loan Code Changes
 9 - Bursary/loan Allocation Criteria Changes
10 - Student Bursary/loan Allocation Criteria Changes
11 - Student Bursary/loan Allocation Family Changes
12 - Student Estimated Cost Changes
13 - Student Financial Need Changes
14 - Not In Use
15 - Deletion Of Loans
16 - Updated Loans
17 - Bursary Definition Changes
18 - Mail Item Code Changes
19 - Mail Items Received Changes
20 - Media Equipment
21 - Non Share Investment Recording
22 - Share Investment Recording
23 - Job Costin g Job Status Change
24 - Fixed Foreign Currencies
25 - Subsystem Currency Types
26 - Variable Foreign Currencies
27 - SD Journals Currency Exchange Rate Changes
28 - General Item and Item Creditor Definition
29 - General Item Definition (Deletion)
30 - Foreign Currency - Exchange Rate update (Cheque)
31 - General Ledger Allocation Activities

The user selection opens on page 3, which is at the end of the above menu. To see the different log file options on the menu, one can click on page 1 or 2.

The selection parameters for all of the above log files are as follows :-
Enter choice (N2)

Enter Start/End Date (DD-MON-YYYY) :
Enter Specific Query Number (N7)
Or <return> for all :

An example of such a log file is the 'Cheque Cancellations/Print Indicator'

```
26-SEP-2002 13:46              INTEGRATED TERTIARY SOFTWARE itsv12                    Page: 1
Program : faarpt.rdf v12.0.0.0     AUDIT LOG FOR FINANCIAL SYSTEM
                               CHEQUE CANCELLATIONS/PRINT INDICATOR
                               Between 01-jan-2000 And 31-may-2000


Description Of Codes:
Cn = Cheque Number Cd = Cheque Date Cc = Creditor Code Cn = Creditor Name Bc = Bank Cheque No  Ca  =  Cheque
Amount  Mi  =  Match
Indicator Pr = Print Indicator

User      Date       Time      Status Changes

J         05-APR-2000          OLD     CN= 6915 CD= 05-APR-00 CC= 771 CN= ELSABE TEST BC= CA= 100 MI= A
          10:36:52
J         05-APR-2000          NEW     CN= 6915 CD= 05-APR-00 CC= 771 CN= ELSABE TEST BC= CA= 100 MI= C
          10:36:52
J         06-APR-2000          OLD     CN= 6916 CD= 06-APR-00 CC= 200001278 CN= A van Deventer BC= CA= 400 MI= A
          11:36:51
J         06-APR-2000          NEW     CN= 6916 CD= 06-APR-00 CC= 200001278 CN= A van Deventer BC= CA= 400 MI= C
          11:36:51
J         06-APR-2000          OLD     CN= 6917 CD= 06-APR-00 CC= CN= TEST BC= CA= 400 MI= A
          11:36:59
J         06-APR-2000          NEW     CN= 6917 CD= 06-APR-00 CC= CN= TEST BC= CA= 400 MI= C
```

3.12.1.Exchange Rates {FCSOR2-1} ☝

This report is used to display the complete detail of the defined exchange rates.

USER SELECTION: Previous request can be specified

PRINT SEQUENCE: Alphabetic by currency code.

```
Date: 26-SEP-2002 10:37:22      INTEGRATED TERTIARY SOFTWARE itsv12          Page:    1
f2brpt.sql V12.0.0.0                  Foreign Currencies

Currency            Currency                          Exchange
Code                Name                                  Rate
--------            -----------------------------     ---------
CAN                 CANADIAN DOLLARS                      8.000
DM                  DEUTSCHE MARK                         3.300
GBP                 B POUNDS                             12.000
SAR                 RSA RANDS                             1.000
US                  US DOLLARS                            5.760
                         ********** End Of Report **********

5 rows selected.

(EOF):
```

3.12.2. Foreign Currencies {FCSOR2-2} ✎

This report is used to display the complete detail of the defined Foreign Currencies.

USER SELECTION: A previous request can be specified
None

PRINT SEQUENCE: Alphabetic by currency code.

```
Date: 26-SEP-2002 10:39:03        INTEGRATED TERTIARY SOFTWARE itsv12              Page:    1
f7yrpt.sql V12.0.0.0                  Subsystem Currency Types


Subsystem      Name                  Document      Description      Currency     Updateable
Code                                 Group                                       Y/N
----------     ----------------------   ------------   --------------   --------     -----
AR             ACCOUNT RECEIVEABLE   AL            All documents      B           Y
CB             CASHBOOK              IN            Invoice            S           Y
CB             CASHBOOK              IN            Income             S           Y
CB             CASHBOOK              EX            Expense            B           Y
CT             COUNTER SYSTEM        IN            Invoice            B           Y
CT             COUNTER SYSTEM        IN            Income             B           Y
CT             COUNTER SYSTEM        EX            Expense            S           Y
GL             GENERAL LEDGER        IV            Investment         B           N
IM             RESEARCH SYSTEM       AL            All documents      F           N
LL             LONG TERM LOANS       AL            All documents      S           N
PM             PROCUREMENT MANAGEMENT AL           All documents      S           Y
SD             STUDENT DEBTORS       BL            Bursary/loans      N           N
SD             STUDENT DEBTORS       IC            Cancel Invoice     N           N
SD             STUDENT DEBTORS       RF            Raise financial debits F       N
SD             STUDENT DEBTORS       DC            Manual journals    F           Y
SD             STUDENT DEBTORS       IC            Interest calculation  N        N
                                ********** End Of Report **********
```
```
Date: 26-SEP-2002 10:39:04        INTEGRATED TERTIARY SOFTWARE itsv12              Page:    1
f7yrpt.sql V12.0.0.0                  Fixed Foreign Currencies


Currency    Currency                         Exchange
Code        Name                             Rate
--------    ------------------------------   ---------
CAN         CANADIAN DOLLARS                     8.000
DM          DEUTSCHE MARK                        3.300
GBP         B POUNDS                            12.000
SAR         RSA RANDS                            1.000
US          US DOLLARS                           5.760
                                ********** End Of Report **********
```
```
Date: 26-SEP-2002 10:39:04        INTEGRATED TERTIARY SOFTWARE itsv12              Page:    1
f7yrpt.sql V12.0.0.0                  Variable Foreign Currencies


Currency    Currency           Trans        Currency      Exchange     Updated       Original
Code        Name               Date         Type          Rate         Y/N           User
--------    ------------------   -----------   ---------   ---------     ------------   --------
CAN         CANADIAN DOLLARS   16-FEB-1999   N             12.000       Y             ITS
CAN         CANADIAN DOLLARS   16-FEB-1999   B             13.000       Y             ITS
CAN         CANADIAN DOLLARS   13-JUL-1998   N             12.000       Y             ITS
CAN         CANADIAN DOLLARS   05-JUL-1999   B             10.000       Y             E
CAN         CANADIAN DOLLARS   22-FEB-2000   S              4.180       Y             E
CAN         CANADIAN DOLLARS   21-JUN-2000   B             10.000       Y             E
```

CAN	CANADIAN DOLLARS	05-JUL-1999	N	11.980	Y	E
CAN	CANADIAN DOLLARS	17-FEB-1999	B	14.000	Y	ITS
CAN	CANADIAN DOLLARS	17-FEB-1999	N	12.000	Y	ITS
DM	DEUTSCHE MARK	04-JUN-1998	S	9.000	Y	J
DM	DEUTSCHE MARK	07-JUN-1998	B	3.500	Y	E
DM	DEUTSCHE MARK	05-JUL-1999	S	8.845	Y	E
DM	DEUTSCHE MARK	08-JUN-1998	S	7.890	Y	E
DM	DEUTSCHE MARK	09-JUN-1998	S	8.745	Y	J
GBP	B POUNDS	10-JUN-1998	N	2.000	Y	E
US	US DOLLARS	08-APR-1999	B	9.890	Y	J
US	US DOLLARS	08-APR-1999	S	9.900	Y	J
US	US DOLLARS	13-JUL-1998	N	7.000	Y	ITS

********** End Of Report **********

3.12.3. Types Of Documents {FCSOR2-3} ✍

This report is used to display the complete detail of the defined Types of Documents.

USER SELECTION: A previous request can be entered.
                         None

PRINT SEQUENCE: Alphabetic by Document code.

```
Date: 26-SEP-2002 10:43:49        INTEGRATED TERTIARY SOFTWARE itsv12              Page:   1
f7erpt.sql V12.0.0.0                   Query Types of Documents


                                Short                                                    Dr
Display
Type  Description                   Description                   Alternative                /Cr
Subsystem   Sequence
----  -----------------------------  -----------------------------  -----------------------------  ---  ----
-----  ---------
A     ACB payment                   ACB Paymnt                    ACB Betaal                    D    AP
B     Bank draft                    Bank Draft                    Wissel                        D    AP
D     Debit correction              Debit Corr                    Dt Regstel                    D    AP
C     Credit correction             Cr Corr                       Kt Regstel                    C    AP
E     International draft            Intern D                      Wissel                        D    AP
G     Cancel cheque                 Cancel Chq                    Kans Tjek                     C    AP
I     Invoice                       Invoice                       Faktuur                       C    AP
K     Cancel cheque                 Cancel Chq                    Kans Tjek                     D    AP
M     Cancel credit note            Canc Note                     Kans Nota                     D    AP
L     Cancel receipt                Cancel Rct                    Kans Kwit                     C    AP
V     Cash book credit journal      CB Dr Jnl                     KB DT Jnl                     C    AP
U     Cash book debit journal       CB Dr Jnl                     KB DT Jnl                     D    AP
T     Debit balance                 Dr Balance                    Dt Saldo                      D    AP
S     Balance                       Balance                       Saldo                         C    AP
R     Receipt                       Receipt                       Kwitansie                     C    AP
Q     Cheque                        Cheque                        Tjek                          D    AP
P     Payment                       Payment                       Betaling                      D    AP
```

3.13.   STATS REPORTS   {FCSOR2-80} / {FCSOR3}

3.13.1. Structure / STATS Validation {FCSOR3-1} ✍

This report is used to display all inconsistencies between the Fund Group, Account Category and STATS Rowcodes. These three data elements are specified under options:

- Fund Group   {FCSO-1}   (Section 3.1 above)
- Account Category   {FCSO-3}   (Section 3.3 above)
- STATS Rowcode   {FCSO-3}   (Section 3.3 above)

USER SELECTION: A previous request can be entered
                         None

PRINT SEQUENCE: Numerical on GLA number.

```
26-SEP-2002 10:45                    INTEGRATED TERTIARY SOFTWARE itsv12          Page 1
Program : f73rpt.rdf CS) V12.0.0.0        Financial Code Structure/STATS Validation


Cost                                                       Fund      Account    STATS
Centre     Account     GLA Description                     Group     Category   Rowcode
 0001      00000001    TEST/Test UDW budget cont           1110      322        404120
 0001      00000002    TEST/Test account                   1110      310        40425
 0001      00000004    TEST/Account 4                      1110      221        40215
 0001      00021       TEST/Industrial Research            1110      420        40496
 0001      00022       TEST/Research Travelling            1110      310        404120
 0001      00031       TEST/research sales                 1110      418        40218
 0001      00032        TEST/experiential students         1110      230        40218
 0001      0010
 0001      0011        TEST/uuu                             1110      410        40496
 0001      0012        TEST/uuu - T                        1110
 0001      0101        TEST/Salaries-Permanent S           1110      312        404120
 0001      0102        TEST/Salaries-Other PC1             1110      310        404120
 0001      0103        TEST/Salaries-Other (PC1)           1110      310        404120
 0001      0104        TEST/Leave Pay                      1110      310        40102
 0001      0105        TEST/Consultation Fees              1110      310        40102
 0001      0106        TEST/Authors, Examiners             1110      310        40102
 0001      0107        TEST/Deans Fund                     1110      310        40102
```

3.13.2. Valid STATS Rowcodes {FCSOR3-2} ☞

This report displays the complete list of valid STATS rowcodes, for the use of creation of accounts in {FCSO-3}.

USER SELECTION: A previous request can be used
                          None

PRINT SEQUENCE: On STATS rowcode.

```
Date: 26-SEP-2002 18:10:2          1INTEGRATED TERTIARY SOFTWARE itsv12          Page:    1
f7krpt.sql V12.0.0.0                        Valid STATS Row Codes

STATS                                                            Ver
Row Code Description/Description2                                No.
-------- ------------------------------------------------------ ----
4011     1  Fund balances                                         2
4012     2. For Current Operations                                2
4013     3. For Other Purposes                                    2
4014     4. Net Investment in Fixed Assets                        2
4015     5. Interfund Borrowing -(Due to)/Due from                2
4016     6. Long-term Liabilities                                 2
4017     7. Instruments of Long-term Borrowing Payable             2
4018     8. Other (itemise if material)                           2
4019     9. Total Funds Available                                 2
40110   10. Fixed Assets                                          2
40111   11. Long-Term Investments                                 2
40112   12. Notes Receivable                                      2
40113   13. Net Short-term Assets                                 2
40114   14. Short-Term Assets                                     2
```

3.13.3. CC / PCS / CESM Relation {FCSOR3-3} ✎

This report displays the complete list of valid cost centres, its fundgroup, the programmes and percentages, CESM's and percentages as it were updated in option {FCS-1b3/4}.

USER SELECTION: A previous request can be entered.
                         None

PRINT SEQUENCE: On cost centre code.

```
26-SEP-2002 10:48                    INTEGRATED TERTIARY SOFTWARE itsv12                          Page 1
Program : f7mrpt.rdf(CS) V12.0.0.0          CC/PCS/CESM Relation

CC    Description                       Fund      Pcs              % CESM     %
Code                                    Group

0001   TEST                            1110      01 01   0     60      1    50
                                                                       2    10
                                                 02 00   0     40      1    40
0002   SALARIS MED COSTING             1110      01 01   0     60      3    40
                                                                       4    20
                                                 02 00   0     27      3    20
                                                                       4    7
                                                 06 04   1     13
0009   TEST TSA                        1110
0010   TEST TSA                        1110
0058   ECONOMICS                       1202      01 01   0    100      4   100
0059   ECONOMICS                       1202      01 01   0     63     22    63
                                                 02 00   0     37             Total CESM % Of Not =
Pcs % Of 37
0060   ECONOMICS                       1202      01 01   0    100     22   100
0061   ECONOMICS                       1202      01 01   0     30      2    15
                                                                       4    15
                                                 02 00   0     20      2    20
```

✎

4. FINANCIAL SYSTEM MAINTENANCE {FCS-2} / {FCSM}

4.1.1 SYSTEM OPERATIONAL DEFINITION {FCSM-1} ✎

This option consists of two blocks and is the first option to be updated. *The user defines the rules and parameters in which the financial systems must operate and these will default to all the financial subsystems, but can be changed at the appropriate level if allowed.*

Block 1: SYSTEM OPERATIONAL PROCEDURES {FCSM-1b1}

The following information is required:

A. **Start Cycle for First Time** (YYYYMM) Indicate in which year and cycle the system is installed for the first time. This value will never be overwritten by the system, and is kept for historic reasons.

B. **Present Year** (YYYY) The system will initially default the value of **A.** above into this field. Thereafter, this field will be updated to display the present GL financial year whenever period end and year end runs are done in the General Ledger. This field is not updateable.

C. **Cycle** (MM) See remarks in **B**. above, with respect to current cycle.

D. **Historic Transactions** (N2) Indicate in **cycles** for how long transactions should be kept. Transactions can be kept for up to 36 cycles, but for economy of disc space it will usually be set to 14 cycles (12 months and two control cycles). Due to the calculation of control totals, these cycles cannot be less than twelve.

E. **Must Budget Control be Done?** (A1) The user can specify if budget control should be done. This value defaults to the cost centre definitions. The user can indicate on that level what rule should be applied. For further detail see paragraphs 3.1. and 3.3.

F. **Can Budget Balances be Carried Forward at Year End** (A1) The Year End Close (**YEC**) program will apply this rule for carrying forward balances between financial years. This value defaults to the cost centre definition - see paragraph 3.1. The valid options are:

     ∗ (**C**)ash basis - the total unexpended budget is carried forward
     ∗ (**B**)udget basis - only an amount equal to the outstanding commitment and the commitment are carried forward
     ∗ (**N**)one - no unexpended budget moneys are carried forward.

G. **Surplus /Shortfall Account** (A8) All cost centres will be linked to a (**S**)ubtotal or (**T**)otal account, which will be the difference between the income and expenditure. Before year-end close (YEND), the user needs to transfer these balances to the "fund balance" in the Balance Sheet by debiting/crediting a "distribution account" (still in the Income and Revenue Statement portion) and crediting/debiting a "fund balance" account (in the Balance Sheet portion). Here the number of the account in which the system will find the "Net balance" to be transferred, is specified.

H. **Transfer To Accumulated Funds Account** (A8) This account is also known as Transfer-Out Account. The balance found in the "Surplus/Shortfall Account" needs to be journalised to the "fund balance" in the Balance Sheet. In this field the "distribution" account, which the system will use to carry the opposite of the balance found in the account above, is specified. The Account Category of this account must be 490-'Surplus/Shortfall'.

I. **Accumulated Funds Account** (A8) This account is also known as the Transfer-In Account. The opposite leg of the above journal will be the "Accumulative Balance Account" in the Balance Sheet. The Account Category of this account must be between 700 and 709. If a Trial Balance is run after this automatic posting has been done, the Income and Expenditure will be zero. The Year-End program will validate that these three accounts are linked to **ALL** cost centres before it will start execution.

NOTE: In the Financial Structure there are specific operational cost centres which are only used to accumulate costs, and the net surplus/shortfall should be transferred to the applicable "fund". The system can do this transfer "within" a single cost centre, or it can be transferred to a specified "fund" cost centre. This is done by building the GLA by using the "Host" cost centre and the above accounts.

Block 2: SYSTEM OPERATIONAL DEFINITIONS {FCSM-1b2}

In this block, the rules within which the financial sub-systems must operate are defined.

A. **Code** (A2) These codes are the rules, which are used throughout the financial sub-systems. These are predefined and cannot be updated by the user.

B. **Sub-System** (A2) The rules which are indicated by the code in **A** above are valid for various financial sub-systems. The link between the rule and system is predefined and cannot be updated by the user.

C. **Description** (A30) The description of the code in **A** above defaults and cannot be updated by the user.

D. **Alpha/Numeric/Date** (A1) The value in this field indicates whether **E** or **F** below are to be completed. Should this value be (**A**)lpha or (**D**)ate, **E** below may be completed by the user. Should this value be (**N**)umeric, **F** below may be completed by the user. These values are predefined, per rule, and cannot be updated by the user.

E. **Alpha Field** (A30) Supply the (**A**)lpha or (**D**)ate value for the rule specified in **A** above. The value to be supplied is determined by the definition and purpose of the rule. The definition and purpose of the rules are fully described in section 4.1.2.

F. **Numeric Field** (N18) Supply the (N)umeric value for the rule specified in A above. The value to be supplied is determined by the definition and purpose of the rule. The definition and purpose of the rules are fully described in section 4.1.2.

4.1.2 DEFINITION OF SYSTEM OPERATIONAL RULES   {FCSM-1b2}

Rule Code	Sub-System	Description	Alpha/ Numeric/ Date	Definition
A1	PM	NFSGUID Non-Sponsor credit Bal	A	If the AD code is set to No and this code is set to Yes, the issue program will first check, when the student has no sponsor, if the Total fee account has a zero or credit balance. A sponsor is linked to a student in option {FSAO-4b3}
A2	PM	Alternative store for sguides	A	When the items on a request for student study material is not available in the store specified during registration, the program will check in this store for the items. If it is available in this store, the items will be added on the request with the alternative store code.
AA	PM	Possible delivery days	N	Supply the minimum number of days required to process and deliver an Order after an IRFQ or REQ is placed. The default is 1 and the range that may be used is 1 to 99.
AB	PM	Minimum No. of quotations	N	Supply the minimum number of quotations for IRFQ that a buyer must obtain from different creditors before the approval of an item can take place. Default is 1 and the range that may be used is 1 to 99.
AC	PM	IRFQ copy path	A	Describe the path the IRFQ must follow to become an Order. The valid values are (R)EQ or (O)rder. The default is (O)rder. If (R)EQ, the IRFQ cannot be copied directly to the order. It implies that the IRFQ will firstly be copied to a REQ and only REQ can be copied to an order. If (O)rder, it implies that the IRFQ can either be copied to a REQ or an order. The IRFQ will then have a status of REQ.
AD	PM	Study Guide Free	A	This applies to the Distance Education System. The valid values are (Y)es or (N)o. If (Y)es, student is not charged and

				an issue is made and the cost is carried by the institution. If (N)o, student is debited with cost price when an issue is generated.
AE	PM	Use Qualification Offering Type to determine store	A	This applies to the Distance Education System. The valid values are (Y)es or (N)o. If (Y)es, all prescribed material will be issued from the store of the offering type of the qualification. If (N)o, prescribed material will be issued from the stores of each offering type for which the student has registered.
AF	PM	Change store during registration	A	This applies to the Distance Education System. The valid values are (Y)es or (N)o. If (Y)es, the user may update the store of the offering type for which the student registers. If (N)o, the user may not update the store of the offering type for which the student registers.
AG	PM	Change qualification must return items	A	This applies to the Distance Education System. The valid values are (Y)es or (N)o. If (Y)es, before student is able to change qualification or cancel registration, all items received for current qualification must be returned by means of a return voucher. If (N)o, all items issued to student need not be returned.
AH	PM	Study guides not free – use mark-up	A	This applies to the Distance Education System. Valid values are (Y)es or (N)o. If (Y)es, apply the mark-up percentage to the item and debit the student with the increased value. If (N)o, debit student with the cost price of the item. This definition will only be used if code AD is (N)o.
AI	PM	Study guide not free – VAT code	A	This applies to the Distance Education System. The valid values are null (blank) or VAT rate code e.g. S (Standard rated = 14.00%). If VAT rate code, VAT transactions will be generated. If null, no VAT transactions will be generated. This definition will only be used if code AD is (N)o.
AJ	PM	Order Standard Note Code	A	A letter code that contains a standard note for orders. The contents of this letter code will be printed with the order information.
AK	PM	GRV approval is	A	The valid values are (Y)es or (N)o. The

		Invoice approval		default is (N)o. This definition will only be used if codes EE and/or EF are set to (E)lectronic. If (Y)es, the GRV/Supplier Return Approval information will approve the Invoice/Credit Note, provided that it is within the variance limits as determined by codes AP and/or AQ. If (N)o, Invoice/Credit Notes must be approved.
AL	PM	Order alternate note code	A	Option {FPMOR2-3} prints an order note at the bottom of an order. The type of note used in background printing is indicated here. When the creditor 's language is English the note specified on code AJ will print. Alternative languages will use the letter specified on code AL.
AM	PM	Store issue auto form PMIS Document	A	Valid values are (Y)es or (N)o. The default is (Y)es. If (Y)es, IRFQ and REQ will generate an issue of stock automatically depending on the availability of stock. If (N)o, an IRFQ and REQ cannot generate an issue of stock automatically and the user must use store issue option on a request. Whether the IRFQ can generate an issue is dependent on code AC.
AO	PM	Use GRV	A	Valid values are (Y)es or (N)o. This flag must be set to (Y)es if code EE is (E)lectronic. This means that the use of the GRV is mandatory for all orders if GRV's are electronic. While code EE is manual, the institution may decide whether the GRV is mandatory (Y)es or (N)o. However, the Library and Store systems are not influenced by this flag since GRV's are always mandatory for these systems.
AP	PM	GRV/INV variance amount N17.2	N	Valid values are null or 0.00 to 999 999 999 999 999.99. The default is null. Indicate the variance allowed between the GRV/Order and invoice unit price. This code can operate independently or in conjunction with code AQ. For more information, see section 4.1.3 below.
AQ	PM	GRV/INV variance % N6.3	N	Valid values are null or 0.00 to 999.999. The default is null. Indicate the variance percentage allowed between GRV/Order

				and invoice unit price. This code can operate independently or in conjunction with code AQ. For more information, see section 4.1.3 below.
AS	PM	Allow deduct of AR balance on PM	A	The valid values are (Y)es or (N)o. The default is (N)o. If (Y)es, individual creditors may be set to yes deduct payment due from Debtor account. If (N)o or changed to (N)o, the flags on the creditor will be (N)o and on the debtor null and the payment will be made to creditor.
AT	PM	PMIS item codes mandatory	A	Valid values are (Y)es or (N)o. The default is (N)o. If (Y)es, no items on IRFQ, ERFQ, REQ and Order can be captured without a valid item number as defined on the system. Furthermore, General, Store or Library item fields on these documents will be mandatory. If (N)o, item codes are not mandatory and either General, Store or Library item fields may be used.
AU	PM	Maximum priority code	N	Valid values are zero (0) to 99. Default is zero (0). This value determines the number of different creditor quotations that must be linked to an IRFQ item before it is approved irrespective of the electronic code.
AX	PM	Raise Cost For Free Item Nor Returned	A	This applies to the Distance Education System. This rule only applies when rule AD is (Y)es. The valid values are (Y)es or (N)o. Must the cost of free study guides be raised when a student cancels subjects/qualification.
AY	PM	Order/Requisition/Store Default VAT Code	A	Supply the default VAT code for orders and requisitions. The valid values are null or a valid VAT code.
AZ	PM	Order/Requisition Default Include/Exclude Indicator	A	Indicate whether the VAT rate for the code supplied above is (I)nclusive or (E)xclusive. This will be the default for orders and requisitions.
BC	PM	IRFQ budget control	A	Valid values are (Y)es or (N)o. The default is (N)o. If code AC is (R)eq, this rule cannot be (Y)es. If code AC changes from (O)rder to (R)eq, this rule will

				automatically change to (N)o.
BD	PM	REQ budget control	A	Valid values are (Y)es or (N)o. The default is (N)o. If (Y)es, budget control will be done and it will be an outstanding commitment on the system.
CA	PM	Approval restrict to hours	A	Valid values are (Y)es or (N)o. The default is (N)o. If (Y)es, document approvals can only be done between the start and end times set on rules CB and CC respectively. Thus, rules CB and CC cannot be null. If (N)o, rules CB and CC will be set to null and cannot be updated by the user. This rule code only comes into effect when the manual/electronic rules are electronic.
CB	PM	Approval start time	N	The default value is null. User must specify start time for approval of documents if rule CA is set to (Y)es. The time set on this rule code (CB) must be earlier than that set on rule code CC. This rule cannot be updated by user if rule CA is (N)o since this rule will be set to null automatically.
CC	PM	Approval end time	N	The default value is null. User must specify end time for approval of documents if rule CA is set to (Y)es. This time must be later than that set on rule CB. This rule cannot be updated by user if rule CA is (N)o since this rule will be set to null automatically.
DI	PM	Innopac Default Account Type	A	Supply the default account type for the Innopac system.
DJ	PM	Innopac Conversion Create INV	A	Not used in programs yet.
EA	PM	IRFQ manual/electronic	A	The valid values are (M)anual or (E)lectronic. The default is (M)anual. The user indicates whether approval is to be done manually, that is, by signature on a paper document, or electronically by way of an electronic signature on the electronic document. Users can also be restricted to amount, range, Department, Cost Centres and/or Account Category levels. See also the Procurement Management Information System manual for further information.
EB		ERFQ manual/electronic		
EC		REQ manual/electronic		
ED		Order		

EE		manual/electronic GRV manual/electronic		**PLEASE REMEMBER :***To use the electronic function, the user MUST have management and external audit approval.*
EF		INV or CR note manual/electronic		
ES		Store issue manual/electronic		
PA	PM	Automatic printing – order	A	Valid values are (Y)es or (N)o. The default is (N)o. User indicates whether the document must print automatically on <COMMIT>, (Y)es or (N)o.
PB		Auto print – GRV delivered		
PC		Auto print – GRV undelivered		
PD		Auto print – GRV delivery note		
PE		Automatic print – IRFQ		
PF		Auto print – IRFQ assign to		
PG		Automatic print REQ		
PH		Auto print – REQ assign to		
PI		Auto print – Supplier return		
PJ		Automatic print – store REQ		

PK		Automatic print – store issue		
PL		Auto print – store dept return		
MS	BL	Meal System in use Y/N	A	This code is used in the Bursary and loan system. If the institution is not using the meal system, this code is set to N. When this code is indicated as Y, the institution uses the meal system and the user can link in option {FBLC-4} the subsystem CM to a bursary category. Bursaries can then be allocated to the meal system.
B2	CB	Journal VAT code	A	The valid values are null or a valid VAT code. This code only applies to electronic cash book reconciliation.
AR	CS	Document numbers	A	Valid values are (M)anual, (A)utomatic or (B)oth. The default is (B)oth. This rule does not apply to GRV, Invoice or Credit note documents. If (M)anual, no number is generated and the user must supply one. If (A)utomatic, a number is generated and user cannot update. If (B)oth, a number is generated and user can update it.
AV	CS	Start asset account category	N	The user indicates the account categories for accounts that are used for capital expenditure. Valid values are account category range 410 to 419 or 890 to 899. The default start account category for code AV is 410 and end account category for code AW is 419. If the user indicates account category 410 for code AV, rule AW will be set to 419. If the user indicates account category 890 for code AV, rule AW will be set to 899. If the user indicates the start account category is 890, user must be aware that capital expenditure recorded against accounts, linked to account category starting with 890 (code AV) to 899 (code AW), will not be reported for STATS. Furthermore, these accounts will not be transferred to a capital balance sheet account when capitalisation journals are generated via menu options {FGLM-22 and 23}. These
AW		End asset account category		

				accounts can only be transferred to balance transfer account, in the new year, during phase three of the general ledger year-end program if transfer accounts are linked to these accounts.
BA	CS	Budget control	A	Valid values are (Y)es or (N)o. The default value is (Y)es. If (N)o, no budget control is done except on (S)tudent, (D)ebtor and (C)reditor. If Budget control and where there are insufficient funds on the abovementioned debtor/creditor types or GLA, the insufficient funds rule (rule BB) will be applied and the user may override it if authorised. Furthermore, rule BC and BD will also be set to (N)o if this rule is (N)o. If (Y)es, budget control can be done on rules BC and BD if (Y)es.
BB	CS	Override insufficient funds	A	The valid values are (Y)es or (N)o. The default is (Y)es. This rule is not influenced by rule BA. If (Y)es, all users on menu option {FCSM-5} will be set to (Y)es and cannot be updated to (N)o. This implies that, as an institution, should any user encounter an insufficient funds situation, the user may override it to allow the transaction to be processed. If (N)o, all users on menu option {FCSM-5} will be set to (N)o but individual users who are authorised to override insufficient funds may be set to (Y)es on this option. This implies that, as an institution, the override of insufficient funds is not allowed except for those users who are authorised to.
GS	CS	Sign on financial reports	A	The valid values are (), - or CR. The user indicates here the sign for credit values on reports.
DA	CT	Cheque authorisation mandatory	A	Valid values are (Y)es or (N)o. The default is (Y)es. Before cheques are printed, must the authorisation rules that are defined on menu option {FCSM-6} be applied, (Y)es or (N)o.
GC	GL	Allow GL journals in previous cycle	A	The valid values are (Y)es or (N)o. The default is (Y)es. May users process general ledger journals in a previous cycle, (Y)es or (N)o.

GH	GL	Allow change to Transaction type year and cycle	A	The valid values are (Y)es or (N)o. The default is (Y)es. May users update the year and cycle of the transaction when transaction type is used within a transaction, (Y)es or (N)o.
GY	GL	Allow GL journals in previous years	A	The valid values are (Y)es or (N)o. The default is (Y)es. May the user process general ledger journals in previous years, (Y)es or (N)o.
SA	SD	Appointment type of comm. Agent	A	The valid values are null or a valid appointment type as defined on menu option {PACS-1}. This applies to the Distance Education System. Personnel linked to this appointment type can be used as agents in the Distance Education System.
SB	SD	Use block or stud. Reg. Date	A	The valid values are (B)lock or (S)tudent Registration Date. If (B)lock, the block start date will be used as the student's effective date. This means that all students will have the same effective date for a particular block irrespective of whether they registered before, on or after the block start date. Otherwise if (B)lock is not used, the (S)tudent registration date will be used as the effective date. The (S)tudent registration date will be used on menu option {FSAO-4b3} as the effective date for a student's Account Type and Agreement Code.
SC	SD	Default account type CT/CB	A	The valid value is any student account type. This account type cannot be linked to a student on menu option {FSAO-4b3}. All students will have this account type automatically. The cashier can use this account type if the cashier cannot or does not want to distribute the receipt to the students linked account types. If cashiers use the default account type, menu option {FSAO1-1} must be used, on at least a monthly basis, to distribute the receipt to the linked account types. This option will distribute according the ageing parameters of the student.
SD	SD	Default accumulation	D	Default Date up to which Student

		date		Statements must Accumulate Balance before Printing Detail (DD-MON-YYYY). Due to the accumulative number of transactions on accounts of students, users will require accumulation of transactions up to a specific date. In this option, a default accumulation date can be set. When statements are printed, the program will prompt the user with 'Override Default Accumulation Date? (Y/N)'. A (N)o will accept this date whereas when (Y)es a new accumulation date may be supplied.
SE	SD	Default agreement code : Current Year	A	The valid value is any Agreement Code. This code will be used in the event where there is no agreement code linked to the block.
SF	SD	Default cash agreement code : Current Year	A	The valid value is any Agreement Code. If the student is registered as Cash, this agreement code will be linked to the student automatically. This also means that the agreement code linked to the block and rule code SE will be ignored
SG	SD	Default agreement code : Next Year	A	Supply the default agreement code for the next year.
SH	SD	Default cash agreement code : Next Year	A	Supply the default cash agreement code for the next year.
SI	SD	Date Interest Last Calculated	D	Supply the date when interest was last calculated.
SJ	SD	Date Next Interest Calculated	D	Supply the date when interest will next be calculated.
SK	SD	Distribution Default Account Type In Future	A	Supply the default distribution account type to be used in the future.
SL	SD	Default account type B/L	A	The valid value is any account type. It operates in the same way as for rule code SC except it is for bursaries awarded from the Bursary System.
SM	SD	Default account type CM	A	The valid value is any account type. It operates in the same way as for rule code SC except it is for Inter Card/Student corrections..
SP	SD	Agreements parallel/sequential	A	The valid value is (S)equential or (P)arallel. If (S)equential :-

				(a) Only payment agreement codes that are defined as days can be linked to students, and
				(b) The different agreements will only start to have an effect one after another.
				If (P)arallel, the different agreements for a student will run concurrently.
SR	SD	SGUIDES – ACC Type Last resort	A	If no account type is specified , the program will use this account type.
SS	SD	Status no study material received	A	Supply the status code to indicate that student did not receive study material.
ST	SD	Check employer address on reg.	A	If set to yes, the registration program will validate that the employer's address exists for the student's employer in option {GCS-22}
SU	SD	Check sponsor address on reg.	A	If set to yes, the registration program validates that an address exists for the students Sponsor in option {FSAO-6}

4.1.3 OPERATIONAL RULES FOR RULE CODES AP, AQ AND AL {FCSM-1b2}

RULE #	CODE AQ PERCENTAGE	CODE AP AMOUNT	CODE AL Y/N
A	Null	Null	Not Applicable
B	Not Null	Null	(Y)es or (N)o
C	Null	Not Null	(Y)es or (N)o
D	Not Null	Not Null	(Y)es or (N)o

Rule A : The Invoice/Credit Note can be changed to any value.

Rule B : The difference between Unit price minus Invoice/Credit note Unit price cannot be greater or less than this percentage. The formula is :-

       W = Percentage

       X = Unit price – Invoice/Credit note Unit price

       Y = Unit price

       $Z = X/Y*100$

       B = variance where B must be between $-W \geq Z \leq W$

       Otherwise it is not a valid Invoice/Credit note Unit price.

Rule C : The difference between the Unit price minus Invoice/Credit note Unit price cannot be greater or less than this amount. The formula is :-

       U = Amount

       V = Unit price – Invoice/Credit note Unit price

       C = Variance where C must be between $-U \geq V \leq U$

       Else it is not a valid Invoice/Credit note Unit price.

Rule D : First do rule B test and if true, do rule C test.

If the validation fails, that is, the variance between unit price and the Invoice/Credit note Unit price does not comply with rules B and C above, the user will be given a warning which must be acknowledged. On <COMMIT> rule code AL will be applied as follows :-

If rule code AL is set to (Y)es, the user must change the invoice/credit note unit price to a value within the variance parameter. The process will, thus, be stopped and the transaction will not be committed.

If rule code AL is set to (N)o, the transaction will be committed and written away to a log file. If Invoice/Credit note is (E)lectronic, the budget control and approval flags of the GRV cannot be used for the invoice/credit note.

4.2.   SUBSYSTEM DEFINITION   {FCSM-2} ✎

The rules set up in the System Operation Definition will default to the different subsystems. The values will be displayed on this screen, and the user may change the setting for the retaining of balances and transactions as follows:

A. **Code** (A2) The codes are pre-defined, and no records can be inserted or deleted.

B. **Name** (A30) The applicable name will be displayed.

C. **Retain Transactions**   (N2) Indicate in cycles how long transactions for the specific subsystem should be retained. A maximum of 36 cycles and minimum of 14 cycles are allowed. *The user should note that the minimum cycles for the Payroll System is 24 cycles. If less than 24 cycles are specified, the subsystem will automatically default to 24 cycles.*

D. **Financial Year/Cycle** (N4) The present financial year and cycle of the subsystem will be displayed. This field is not updateable, and can only be used as a query facility to see the status of the different subsystems. The field will be updated when Period end and Post to general ledger options are executed.

4.3. MAINTAIN AUTO GENERATED NUMBERS   {FCSM-3} ✎

Some of the financial subsystems generate sequential numbers, and this option is used to initiate this process.

There are two types of generated sequential numbers:

A) Prefix/Number sequential numbers.
B) Sequence sequential numbers.

Users can update prefixes for those documents, which are not linked to '00'. Programs using documents linked to '00' add prefixes. Sequence sequential numbers do not allow prefixes.

This screen can be queried to update the sequential numbers, and the following fields are available:

A. **Code** (A2) A unique code as allocated by ITS for each sequential number. The range "01" to "JZ" has been set aside for Prefix/Number sequential numbers, and "K0" to "ZZ" for Sequence sequential numbers.

B. **Description** (A30) The description of the sequential number.

C. **Subsystem** (A2) The subsystem code that will use the sequential number.

D. **Prefix/Number** (A2, N10) The Prefix/Number sequential number. Both can be updated by the user, in the case of "number" the entered number must be greater than that displayed.

E. **Sequence** (N10) The Sequence sequential number. Can be updated by the user if the entered number is greater than that displayed.

4.4. MAINTAIN USER RESTRICTIONS {FCSM-4} ✎

This option allows access to various parts of the system to be limited on a faculty/school-, departmental- or any other basis.

Depending on the Restriction Rule, "Restriction" indicates that any user that has access to an option (as allocated through "Link Users to Functions" in {USERS-3}) **with or without** a record in the user restriction Block below, will or will not have access to all records. (This is the same situation that applied before this facility was introduced).

∗ This would, for instance, allow each faculty/school to see and update only its part of the financial data.
∗ This facility, combined with the normal access control with updating and "read only" privileges (menu {USERS}), provides for powerful and flexible access and update control.
∗ This option should be under the control of one or two senior financial users.

Financial users can send their user restriction specifications to ITS for a quotation if more restrictions are needed.

The technical aspects of this facility are more fully discussed in manual GSS.

There are three Blocks under this option.

Block 1: RESTRICTION TYPES

This Block is for query purposes only. Upon query it will display the types of restrictions that exist in respect of the Financial System.

● The restriction types in the system are predefined and are linked to specific programs.
● Each restriction type must also be linked to a User ID in Block 2; if a user is NOT linked to a restriction type, the restriction will NOT be applicable to the user.

- Some of the restriction types need more definition from the user - see each restriction type description below, if necessary this must be done in Block 3 (Restriction Rules).

The following fields are displayed and cannot be updated by the user:

A. **Type** (A4) A unique code as allocated by ITS.

B. **Name** (A30) The name of the restriction type.

C. **System ID** (A1) Identify the system ID. Financial System ID is "**f**".

D. **Group** (N3) The group number. More than one restriction type can be linked to the same group. A user may not have more than one restriction type for the same faculty/school or department and group.

E. **Restriction** (A80; display only A65). A description of the restriction definition.

F. **Item Number and Description** The item number and description is determined by the definition of the restriction. For further information, see discussion on restrictions hereunder.

G. **Subsystem** (A2) Supply the subsystem to which this restriction type applies.

H. **Restriction/Access** (A1) **Restriction** means that when a user is not linked, the user has access and when the user is linked, the user has limited access. For example, when a user is not linked to restriction FGLA, the user can print a Cost Centre Cost Report for cost centres for all departments. Whereas, when the user is linked to the restriction FGLA for a department, the user can only print the report for cost centres belonging to that department. **Access** means that when the user is not linked, the user does not have access and when the user is linked, the user has access. For example, when a user is not linked to restriction FGLC, the user cannot process GL or BC journals. When the user is linked to restriction FGLC, the user can process GL and BC journals.

I. **Use Sequences** (A1) Must sequences be used (Y)es or (N)o. When (Y)es, block 3 may be used to define further restrictions on Amount Ranges (Sequence 1 to 50) and/or Account categories (Sequence 51 to 99). For further information, see the discussion on restrictions hereunder.

The following restriction types are currently available:

CENTRAL RESERVATION SYSTEM

∗ Code **CBCB – Bookings Campus/Building**

Users linked to this restriction, restricts them to process bookings for the Campus and/or buildings they are restricted to.

* Code **FVEN – Central Booking Venue**

Only users linked to this restriction may process invoices to the Accounts Receivable sub-system.

* Code **FMEC – Central Booking ME**

Users linked to this restriction will be prohibited from processing bookings for media equipment using menu option {BOPS-1}.

* Code **FVTC – Central Booking VT**

Users linked to this restriction will be prohibited from processing bookings for vehicles using menu option {BOPS-1}.

JOB COSTING SYSTEM

* Code **FJCS – Job Costing Department Restriction**

Users may be restricted to process requests for departments restricted to them.

STUDENT DEBTOR SYSTEM

* Code **SCRT – Campus restriction on student transactions**

Users restricted to process student transactions on the campus restricted to them. (FSAO-1)

COUNTER AND CASH BOOK SYSTEMS

* Code **FCTI – CT an CB Cashier ID Restriction**

This restriction provides the user with the facility to restrict access to cash books. When users are not linked to this restriction, users will have access to all cash books and are only restricted by the cashier ID definition on menu option {FCTM-2b1}. Users can be restricted as follows :-

On block 2 the restriction code and user code must be linked to a cashier ID and cash book. Multiple records can be created per user. However, the program will validate that the user ID, Cashier ID and cash book code is

unique per record for this restriction.

Since FCTI does not use sequences, completion of block three (3) is not required.

∗   Code **FCTS – CT access to cheques – PR excluded**

Users linked to this restriction may only query cheque transactions processed on menu option {FCTO-6} and are excluded from viewing payroll cheques.

GENERAL LEDGER SYSTEM

∗   Code **FGLB – GL and BC access per department, Cost Centre and /or categories**

This restriction provides the user with the facility to place restrictions on various reports and application screens within the financial system. The use of this restriction is the same as described below for restriction FGLC with the exception that journal types and amount ranges, sequence 1 to 50, do not apply. This restriction replaces FGLA and FGLS.

The user is referred to the discussion of restriction FGLC for further information on the operational aspects of this restriction. This restriction applies to the following menu options :-

♦	{FGLO-22}	Query Transactions/Update secondary Notes
♦	{FGLOR1-1}	Trial Balance
♦	{FGLOR1-2}	Revenue & Expenditure Statement
♦	{FGLOR1-3}	Balance Sheet
♦	{FGLOR1-4}	Cost Centre Cost Report
♦	{FGLOR1-5}	Consolidation Cost Report With Sub-Totals
♦	{FGLOR1-6}	Consolidation Cost Report Without Sub-Totals
♦	{FGLOR1-22}	Transactions per GLA
♦	{FGLOR1-24}	Account Cost Report
♦	{FGLOR1-27}	Account Totals Within Cost Centres
♦	{FGLOR2-1}	Budget Summary Report
♦	{FGLOR2-3}	Year To Date Budget Report
♦	{FGLOR2-4}	Consolidation Cost Centre Budget Report
♦	{MEBO-1}	Maintain Forecast Budget
♦	{MEBO-3}	Maintain Requested Budget
♦	{MEBOR1-1}	Budget Form Per Cost Centre
♦	{MEBOR1-2}	Budget Form Per Consolidation Cost Centre
♦	{MEBOR1-3}	Budget Forecast Report
♦	{MEBOR1-4}	Final Forecast Report
♦	{MEBOR1-5}	Forecast Budget Per Consolidation Cost Centre
♦	{MEBOR1-6}	Forecast/Request List

♦ {MEBOR1-21}　　　Current Budget Per GLA Report
♦ {MEBOR1-22}　　　Budget Post Report
♦ {MEBOR1-23}　　　Approved Budget GLA List
♦ {MEBOR1-24}　　　Approved Budget/Consolidation Cost Centre
♦ {MEBOR1-25}　　　Expenditure/Budget Per Account
♦ {MEBOR1-26}　　　Budget Item Motivation Report
♦ {MEBOR1-27}　　　Budgeted Cash Flow Report

∗ Code **FGLC – GL and BC journal access per department, categories and/or amount ranges**

This restriction provides the user with the facility to place restrictions on the processing of Gener(**A**)l Ledger, (**B**)udget or B(**O**)th types of journals. Being an access type of restriction, users **not** linked to this restriction **cannot** process any journals. The restriction of users to departments, cost centres and/or account categories may be defined as follows :-

● On block 2, the restriction code and user code may be linked to a department code and/or a Cost Centre code and/or a sequence, but **must** be linked to a Journal Type. Journal Type is, thus, mandatory. The user can only be linked to one type of journal. Should the type of journal be updated for any record for a user to another journal type, all other records for the user will be updated.

● If the sequence range is between 1 and 50, the department and cost centre fields must be null. There can only be one record for sequence 1 to 50 per user. The sequence range 1 to 50, for this restriction, refers to journal amounts. These must be defined on block 3 for the sequences to be used block 2. **Note :** The program will not validate for overlaps and gaps in ranges for sequences. Thus, care must be taken when defining ranges for sequences on block 3.

● Whether sequence range between 51 and 99 is used or not, multiple records may be defined for various combinations of department, Cost Centre, Include/Exclude fields. However, care must be taken when defining these records per user, since the program will not validate for duplicate records. The program will, however, validate that the cost centre specified does belong to the department specified. Thus, should a record be defined and the department is not specified but the cost centre is specified, the program will automatically populate the department field with the department code of the cost centre. Furthermore, if the department and the cost centre are specified, the program will validate that the cost centre does belong to the department. Sequence 51 to 99, in this restriction, refers to account categories. Sequences for account categories must be defined on block 3. Once again, care must be taken in defining these ranges since the program will not validate for overlaps and gaps.

● This restriction applies to the following menu options :-

♦ {FGLO-1}   Journal Transactions (Including sub-systems)
♦ {FGLO-2}   Batch Journals (Including sub-systems)
♦ {FGLO-3}   Repeating Journals
♦ {FGLO-8}   Query Ledger Transactions (Including sub systems)
♦ {FGLO-5}   Distribution Journal

PROCUREMENT MANAGEMENT SYSTEM

The Access Definitions are:

FP or can be divided into FPI, FPE, FPR, FPO and FPS.
FPS or can also be divided into FPSA, FPSC, FPSD, FPSF, FPSH, FPSP, FPSL and FPSK
FPFD

These Access definitions do not use any Boiler Plates or Sequence's. A user can only be linked once to an Access. The above Access does not control the Type of Documents for option {FPMO-4} and {FPMO-2}.

The description and rule of the above is:

●   FP   PM allow processing of all documents
            A user link to Access Restriction FP:
            ➢   Can perform Document processing and query functions for all Type of Documents on the PM Subsystem.
            ➢   Cannot be linked to Access Restrictions FPI, FPE, FPR, FPO, FPS, FPSA, FPSC, FPSD, FPSF, FPSH, FPSP, FPSL or FPSK as well.
            ➢   To de-link, just delete the record.

●   FPCC   PMIS allows cancellation of credit documents.
            A user link to Access Restriction FPCC:
            ➢   Can cancel all creditor input documents.

●   FPCP   PMIS International draft
            A user link to Access Restriction FPCP:
            ➢   Can update the print indicator of International Drafts.

●   FPCR   PMIS Retain Access
            A user link to Access Restriction FPCR:
            ➢   Is allowed to update creditor retain data.

●   FPCY   PMIS payment terms access
            A user link to Access Restriction FPCY:

➢ Can update creditor payment term data

- FPI   PM allow processing of IRFQ documents only
  A user link to Access Restriction FPI:
  - ➢ Can perform Document processing and query functions for Type of Document I only on the PM Subsystem.
  - ➢ Cannot be linked to Access Restriction FP.
  - ➢ Can be linked to Access Restriction FPE, FPR, FPO, FPS, FPSA, FPSC, FPSD, FPSF, FPSH, FPSP, FPSL or FPSK as well.
  - ➢ To de-link, just delete the record.
- FPE   PM allow processing of ERFQ documents only
  A user link to Access Restriction FPE:
  - ➢ Can perform Document processing and query functions for Type of Document E only on the PM Subsystem.
  - ➢ Cannot be linked to Access Restriction FP.
  - ➢ Can be linked to Access Restriction FPI, FPR, FPO, FPS,FPSA,
  - ➢ FPSC, FPSD, FPSF, FPSH, FPSP, FPSL or FPSK as well.
  - ➢ To de-link, just delete the record.
- FPR   PM allow processing of REQ documents only
  A user link to Access Restriction FPR:
  - ➢ Can perform Document processing and query functions for Type of Document R only on the PM Subsystem.
  - ➢ Cannot be linked to Access Restriction FP.
  - ➢ Can be linked to Access Restriction FPI, FPE, FPO, FPS, FPSA, FPSC, FPSD, FPSF, FPSH, FPSP, FPSL or FPSK as well.
  - ➢ To de-link, just delete the record.
- FPO   PM allow processing of Order documents only
  A user link to Access Restriction FPO:
  - ➢ Can perform Document processing and query functions for Type of Documents O, OC and/or OP only on the PM Subsystem.
  - ➢ Cannot be linked to Access Restriction FP.
  - ➢ Can be linked to Access Restriction FPI, FPE, FPR, FPS, FPSA, FPSC, FPSD, FPSF, FPSH, FPSP, FPSL or FPSK as well.
  - ➢ To de-link, just delete the record.
- FPS   PM allow processing of all stock issue and return documents
  A user link to Access Restriction FPS:
  - ➢ Can perform Document processing and query functions for all Type of Documents option {FPMO-23} on the PM Subsystem.
  - ➢ Cannot be linked to Access Restriction FP, FPSA, FPSC,

> FPSD, FPSF, FPSH, FPSP, FPSL or FPSK as well..
> ➢ Can be linked to Access Restriction FPI, FPE, FPR or FPO, as well.
> ➢ To de-link, just delete the record.

- FPSA   PM allow processing of normal issue and return documents only
  A user link to Access Restriction FPSA:
  - ➢ Can perform Document processing and query functions for Type of Documents SA, SB and/or TA on the PM Subsystem.
  - ➢ Cannot be linked to Access Restriction FP or FPS as well.
  - ➢ Can be linked to Access Restriction FPI, FPE, FPR, FPO, FPSC, FPSD, FPSF, FPSH, FPSP, FPSL or FPSK as well.
  - ➢ To de-link, just delete the record.

- FPSC   PM allow processing of inter item transfer documents only
  A user link to Access Restriction FPSC:
  - ➢ Can perform Document processing and query functions for Type of Documents SC and/or TC on the PM Subsystem.
  - ➢ Cannot be linked to Access Restriction FP or FPS as well.
  - ➢ Can be linked to Access Restriction FPI, FPE, FPR, FPO, FPSA, FPSD, FPSF, FPSH, FPSP, FPSL or FPSK as well.
  - ➢ To de-link, just delete the record.

- FPSD   PM allow processing of debit sales documents only
  A user link to Access Restriction FPSD:
  - ➢ Can perform Document processing and query functions for Type of Documents SD, SE, TD and/or TE on the PM Subsystem.
  - ➢ Cannot be linked to Access Restriction FP or FPS as well.
  - ➢ Can be linked to Access Restriction FPI, FPE, FPR, FPO, FPSA, FPSC, FPSF, FPSH, FPSP, FPSL or FPSK as well.
  - ➢ To de-link, just delete the record.

- FPSF   PM allow processing of study guide documents only
  A user link to Access Restriction FPSF:
  - ➢ Can perform Document processing and query functions for Type of Documents SF, SG, TF and/or TG on the PM Subsystem.
  - ➢ Cannot be linked to Access Restriction FP or FPS as well.
  - ➢ Can be linked to Access Restriction FPI, FPE, FPR, FPO, FPSA, FPSC, FPSD, FPSH, FPSP, FPSL or FPSK as well.
  - ➢ To de-link, just delete the record.

- FPSH   PM allow processing of cash sales documents only
  A user link to Access Restriction FPSH:
  - ➢ Can perform Document processing and query functions for Type of Documents SH and/or TH on the PM Subsystem.
  - ➢ Cannot be linked to Access Restriction FP or FPS as well.
  - ➢ Can be linked to Access Restriction FPI, FPE, FPR, FPO, FPSA, FPSC, FPSD, FPSF, FPSP, FPSL or FPSK as well.

➢   To de-link, just delete the record.

- **FPSK**   PM allow processing of adjustments documents only

  A user link to Access Restriction FPSK:

  ➢   Can perform Document processing and query functions for Type of Documents SK and/or TK on the PM Subsystem.

  ➢   Cannot be linked to Access Restriction FP or FPS as well.

  ➢   Can be linked to Access Restriction FPI, FPE, FPR, FPO, FPSA, FPSC, FPSD, FPSF, FPSH, FPSP or FPSL as well.

  ➢   To de-link, just delete the record.

- **FPSL**   PM allow processing of adjustments GRV documents only

  A user link to Access Restriction FPSL:

  ➢   Can perform Document processing and query functions for Type of Documents SL and/or TL on the PM Subsystem.

  ➢   Cannot be linked to Access Restriction FP or FPS as well.

  ➢   Can be linked to Access Restriction FPI, FPE, FPR, FPO, FPSA, FPSC, FPSD, FPSF, FPSH, FPSP or FPSK as well.

  ➢   To de-link, just delete the record.

- **FPSP**   PM allow processing of cash purchase documents only

  A user link to Access Restriction FPSD:

  ➢   Can perform Document processing and query functions for Type of Documents SP and/or TP on the PM Subsystem.

  ➢   Cannot be linked to Access Restriction FP or FPS as well.

  ➢   Can be linked to Access Restriction FPI, FPE, FPR, FPO, FPSA, FPSC, FPSD, FPSF, FPSH, FPSL or FPSK as well.

  ➢   To de-link, just delete the record.

- **FPFD**   PM allow processing of future documents only

  A user link to Access Restriction FPFD:

  ➢   Can perform Document processing and query functions for all Type of Documents on the PM Subsystem where the year and/or cycle is in the future.

  ➢   Must have Access Restriction FP, FPI, FPE, FPR, FPO, FPS, FPSA, FPSC, FPSD, FPSF, FPSH, FPSP, FPSL or FPSK as well.

  ➢   To de-link, just delete the record.

The Restriction Definitions are:

 FPD or can be divided into FPDI, FPDR, FPDO, FPDG, FPDS

 FPA or can be divided into FPAI, FPAE, FPAR, FPAO. FPAG, FPAV and FPAS

 FPB or can be divided into FPBI, FPBE, FPBR, FPBO and FPBG

These Restrictions do have Boiler Plates and/or Sequence's. A user can be linked more than once to a Restriction as long as uniqueness is maintained.

The description and rule of the above is:

- **FPD**   PM all Documents restricted per Amount range or Department.
  Optional to the Department restriction are Cost Centres linked to the Department and Account category range.
  A user link to Restriction FPD:
  - ➢ Apply Rule AA.
  - ➢ Cannot be linked to Restriction FPDI, FPDR, FPDO, FPDG or FPDS as well.
  - ➢ To de-link, just delete the record.
- **FPDI**   PM IRFQ Documents restricted per Amount range or Department.
  Optional to the Department restriction are Cost Centres linked to the Department and Account category range.
  A user link to Restriction FPDI:
  - ➢ Apply Rule AA.
  - ➢ Cannot be linked to Restriction FPD as well.
  - ➢ To de-link, just delete the record.
- **FPDR**   PM REQ Documents restricted per Amount range or Department.
  Optional to the Department restriction are Cost Centres linked to the Department and Account category range.
  A user link to Restriction FPDR:
  - ➢ Apply Rule AA.
  - ➢ Cannot be linked to Restriction FPD as well.
  - ➢ To de-link, just delete the record.
- **FPDO**   PM Order Documents restricted per Amount range or Department.
  Optional to the Department restriction are Cost Centres linked to the Department and Account category range.
  A user link to Restriction FPDO:
  - ➢ Apply Rule AA.
  - ➢ Cannot be linked to Restriction FPD as well.
  - ➢ To de-link, just delete the record.
- **FPDG**   PM GRV and Supplier Return Documents restricted per Amount range or Department. Optional to the Department restriction are Cost Centres linked to the Department and Account category range.
  A user link to Restriction FPDG:
  - ➢ Apply Rule AA.
  - ➢ Cannot be linked to Restriction FPD as well.
  - ➢ To de-link, just delete the record.
- **FPDS**   PM All Store Documents restricted per Amount range or Department.
  Optional to the Department restriction are Cost Centres linked to the Department and Account category range.
  A user link to Restriction FPDS:
  - ➢ Apply Rule AA.
  - ➢ Cannot be linked to Restriction FPD as well.

       ➢   To de-link, just delete the record.

- **FPA**   PM All Document Approval restricted per Amount range or Department. Optional to the Department restriction are Cost Centres linked to the Department and Account category range. For this restriction at least one of the Manual/Electronic System Operation Definitions Rule Code must be Electronic

  A user link to Restriction FPA:
  - ➢   Apply Rule AA.
  - ➢   Cannot be linked to Restriction FPAI, FPAE, FPAR, FPAO, FPAG, FPAV or FPAS as well.
  - ➢   To de-link, just delete the record.

- **FPAI**   PM IRFQ Document Approval restricted per Amount range or Department. Optional to the Department restriction are Cost Centres linked to the Department and Account category range. For this restrictions the Manual/Electronic System Operation Definitions Rule Code EA must be Electronic

  A user link to Restriction FPAI:
  - ➢   Apply Rule AA.
  - ➢   Cannot be linked to Restriction FPA as well.
  - ➢   To de-link, just delete the record.

- **FPAE**   PM ERFQ Document Approval restricted per Amount range or Department. Optional to the Department restriction are Cost Centres linked to the Department and Account category range. For this restriction the Manual/Electronic System Operation Definitions Rule Code EB must be Electronic

  A user link to Restriction FPAE:
  - ➢   Apply Rule AA.
  - ➢   Cannot be linked to Restriction FPA as well.
  - ➢   To de-link, just delete the record.

- **FPAR**   PM REQ Document Approval restricted per Amount range or Department. Optional to the Department restriction are Cost Centres linked to the Department and Account category range. For this restriction the Manual/Electronic System Operation Definitions Rule Code EC must be Electronic

  A user link to Restriction FPAR:
  - ➢   Apply Rule AA.
  - ➢   Cannot be linked to Restriction FPA as well.
  - ➢   To de-link, just delete the record.

- **FPAO**   PM Order Document Approval restricted per Amount range or Department. Optional to the Department restriction are Cost Centres linked to the Department and Account category range. For this restriction the Manual/Electronic System Operation Definitions Rule Code ED must be Electronic

  A user link to Restriction FPAO:

> ➢   Apply Rule AA.
> ➢   Cannot be linked to Restriction FPA as well.
> ➢   To de-link, just delete the record.

- **FPAG**   PM GRV Document Approval restricted per Amount range or Department. Optional to the Department restriction are Cost Centres linked to the Department and Account category range. For this restriction the Manual/Electronic System Operation Definitions Rule Code EE must be Electronic

  A user link to Restriction FPAG:
  > ➢   Apply Rule AA.
  > ➢   Cannot be linked to Restriction FPA as well.
  > ➢   To de-link, just delete the record.

- **FPAV**   PM Invoice or Credit Note Document Approval restricted per Amount range or Department. Optional to the Department restriction are Cost Centres linked to the Department and Account category range. For this restriction the Manual/Electronic System Operation Definitions Rule Code EF must be Electronic

  A user link to Restriction FPAV:
  > ➢   Apply Rule AA.
  > ➢   Cannot be linked to Restriction FPA as well.
  > ➢   To de-link, just delete the record.

- **FPAS**   PM Store Document Approval restricted per Amount range or Department. Optional to the Department restriction are Cost Centres linked to the Department and Account category range. For this restriction the Manual/Electronic System Operation Definitions Rule Code ES must be Electronic

  A user link to Restriction FPAS:
  > ➢   Apply Rule AA.
  > ➢   Can not be linked to Restriction FPA as well.
  > ➢   To de-link, just delete the record.

- **FPB**   PM All Document Buyers restricted per Amount range or Department. Optional to the Department restriction are Cost Centres linked to the Department and Account category range. For this restrictions at least one of the Manual/Electronic System Operation Definitions Rule Code must be Electronic

  A user link to Restriction FPB:
  > ➢   Apply Rule AA.
  > ➢   Cannot be linked to Restriction FPBI, FPBE, FPBR, FPBO or FPBG as well.
  > ➢   To de-link, just delete the record.

- **FPBI**   PM IRFQ Document Buyers restricted per Amount range or Department. Optional to the Department restriction are Cost Centres linked to the Department and Account category range. For this restriction the Manual/Electronic System Operation Definitions Rule

Code EA must be Electronic

A user link to Restriction FPBI:

➢   Apply Rule AA.

➢   Cannot be linked to Restriction FPB as well.

➢   To de-link, just delete the record.

- FPBE   PM ERFQ Document Buyers restricted per Amount range or Department. Optional to the Department restriction are Cost Centres linked to the Department and Account category range. For this restriction the Manual/Electronic System Operation Definitions Rule Code EB must be Electronic

  A user link to Restriction FPBE:

  ➢   Apply Rule AA.

  ➢   Cannot be linked to Restriction FPB as well.

  ➢   To de-link, just delete the record.

- FPBR   PM REQ Document Buyers restricted per Amount range or Department. Optional to the Department restriction are Cost Centres linked to the Department and Account category range. For this restriction the Manual/Electronic System Operation Definitions Rule Code EC must be Electronic

  A user link to Restriction FPBR:

  ➢   Apply Rule AA.

  ➢   Cannot be linked to Restriction FPB as well.

  ➢   To de-link, just delete the record.

- FPBO   PM Order Document Buyers restricted per Amount range or Department. Optional to the Department restriction are Cost Centres linked to the Department and Account category range. For this restriction the Manual/Electronic System Operation Definitions Rule Code ED must be Electronic

  A user link to Restriction FPBO:

  ➢   Apply Rule AA.

  ➢   Cannot be linked to Restriction FPB as well.

  ➢   To de-link, just delete the record.

- FPBG   PM GRV Document Buyers restricted per Amount range or Department. Optional to the Department restriction are Cost Centres linked to the Department and Account category range. For this restriction the Manual/Electronic System Operation Definitions Rule Code EE must be Electronic

  A user link to Restriction FPBG:

  ➢   Apply Rule AA.

  ➢   Cannot be linked to Restriction FPA as well.

  ➢   To de-link, just delete the record.

❖ Rule AA

    ➢   Amount Range

        ⇒   There can only be one record for a user and restriction combination.

⇒   Cannot use fields for Department or Cost Centre. **They must be null**.

⇒   Amount ranges use the start and end Sequence to identify the amount range.

⇒   The Amount ranges application differs in each restriction group. Namely:

- FPD% Group on the Item Total in the Document Item Block.
- FPA% Group on the Item Detail Total in the Document Item Detail Block.
- FPB% Group on the Item Unit Total in the Document Quotation/Cost Price Block.

⇒   The Sequence must be between 1 and 50.

⇒   Any portion of this Sequence range can be used

⇒   The End Sequence Number of a record and Start Sequence Number of the next record must be continuous, if the two sequences are used with a user and restriction combination.

⇒   Example of Amount Range using sequences 1 to 50:

Sequence #	Start Number	End Number
1	0.00	5000.00
2	5000.01	10000.00
3	10000.01	15000.00
7	0.00	200000.00
9	500000.00	1000000.00
13	0.00	50000.00
14	50000.01	100000.00
15	100000.01	150000.00

User and restriction combination can be link to:

Sequence 1 to 3 or a combination thereof.

Sequence 7

Sequence 9

Or

Sequence 13 to 15 or a combination thereof

But not to:

1 to 15 or a combination thereof, because the End Sequence Number (15000.00) of sequence 3 and Start Sequence Number (0.00) of the next sequence 7 must be continuous. The same applies for sequence 7 and 9 or 9 and 13.

➢   Department

⇒   Department code is mandatory if not Amount range restriction.

⇒   The Cost Centre and/or Account Category range is optional.

⇒   The field values of Department and Cost Centre must be unique for a user and restriction combination. This meant that the user cannot link the same Department code to a null and not null Cost Centre field for a user and restriction combination

⇒   Only Cost Centre/Department combination as defined on the Cost Centre Definition is valid.

⇒   Examples of valid and not valid Department and Cost Centre Combination for a restriction per user. In the Example Cost Centre 0001 and 0002 is link to department 1000 and 0003 is linked to 4000.

User	Department	Cost Centre	Validation
User1	1000	Null	Valid
User 2	1000	Null	Not Valid
User 2	1000	0001	Not Valid
User 3	1000	0001	Valid
User 3	1000	0002	Valid
User 3	2000	Null	Valid
User 3	3000	Null	Valid
User 3	4000	0003	Valid

⇒   Account Category ranges use the start and end Sequence to identify the account category range.

⇒   The Sequence must be between 51 and 99.

⇒   Any portion of this Sequence range can be used

⇒   The End Sequence Number of a record and Start Sequence Number of the next record must be continuous, if the two sequences are used with a user and restriction combination.

⇒   Example of Account Category Range using sequences 51 to 99:

Sequence #	Start Number	End Number
51	0.00	299.00
52	300.01	329.00
53	330.01	489.00
57	0.00	740.00
59	750.00	999.00
63	0.00	100.00
64	100.01	200.00
65	200.01	380.00

User and restriction combination can be linked to:

Sequence 51 to 53 or a combination thereof.

Sequence 57

Sequence 59

Or

Sequence 63 to 65 or a combination thereof

But not to:

51 to 65 or a combination thereof, because the End Sequence Number (489.00) of sequence 53 and Start Sequence Number (0.00) of the next sequence 57 must be continuous. The same applies for sequence 57 and 59 or 59 and 63.

Block 2: USER RESTRICTIONS

This Block is used to link individual users to the Restriction Types defined above.

A. **Type** (A4) One of the Restriction Types as displayed in Block 1 is entered here. The name will be displayed. When restriction code is supplied, the Item Number and Description mentioned in **F** above will default automatically.

B. **Start/End Sequence** (N2) Supply the start and end sequence when applicable. Completion of these fields depends on the restriction provided in **A** above. These fields are not mandatory. These sequences must be defined in Block 3 before they are supplied here.

C. **User ID** (N9) The user identification number that was used when this user was created under option {USERS-3}. It is in many cases the same number as the personnel number. The user code and name of the person will be displayed. Completion of this field is mandatory.

D. Depending on the restriction selected, information regarding Item Numbers must be supplied in terms of the rules of the restriction.

Note: If a user needs access to the records of more than one Faculty/School or Department, more than one record for the same person and Restriction Type should be entered here. If, on the other hand, a person needs access to all Faculty/Schools or Departments, NO record is created for that person.

Block 3: RESTRICTION RULES

This Block is used to link user definitions to the Restriction Types if the definition of the type requires it. (e.g. Code FGLB may require a start/end account category code)

A. **Type** (A4) One of the Restriction Types as displayed in Block 1 is entered here. The name will be displayed.

B. **Seq** (N2) Each Restriction Type rule should be numbered consecutively depending on the number of rules allowed required per type (e.g. Code FGLB may require only sequence number 51).

C. **Start Number** (N10,3) The start numerical Restriction Rule.

D. **End Number** (N10,3) The end numerical Restriction Rule.

E. **Character Value** (A30) The alphabetical Restriction Rule.

NOTE: The use of **C.**, **D**. or **E**. depends on the whether sequences may be defined as per Restriction Type definition (see above).

4.5. FINANCE USER ACCESS CONTROL   {FCSM-5} ✎

Over and above the rules and restrictions discussed above, further restrictions and privileges may be applied to specific users who deal with specific aspects of the financial system. These restrictions and privileges are discussed below.

In this one block option, all users defined as users on menu option {USERS-5}, has a record in this option. Thus, records cannot be created here but may only be updated. Furthermore, multiple records cannot be defined for a user.

To restrict or grant privileges to a specific user, the record of the user concerned must be retrieved by executing the <ENTER QUERY> function, supply query data and then execute the <EXECUTE QUERY> function. Apply the restriction and/or privilege and execute the <COMMIT> function to save the changes made.

On entering this option, the mode will automatically be <ENTER QUERY>. By executing <EXECUTE QUERY>, all records will be retrieved. The fields in this block are as follows:

A. **User Type** (A1) Supply the user type. The valid values are (P)ersonnel, (S)tudent, (O)ther or (T)emp.

B. **Number** (N9) Supply the number of the user as defined on menu option {USERS-5}. A <LIST> function containing user number and name is available on this field. On providing the user number, the name will default to the name field.

C. **User Code** (A8) Supply the UNIX user code as defined on menu option {USERS-5}.

D. **Store** (A2) Supply the store code to which the user may have access. When a user is defined on menu option {USERS-5}, store code ZZ is automatically linked to the user. Store code ZZ grants the user access to **ALL** stores. This means that should the user have access to the store menu options, the user may access and process transactions for any of the stores defined. Thus, care must be taken when granting access to store menu options. This restriction applies primarily to the users who have access to the Stores System, which is within the Procurement Management System. Where a store user's ambit of responsibility is restricted to a specific store, the user may be restricted to the specific store by supplying the relevant store code. However, in the event where a store user's ambit of responsibility covers all stores, the user **must** be linked to store code ZZ. Thus, users can be restricted to a specific store or has access to all stores. A <LIST> function containing store code and name is available. Stores are defined on menu option {FPMM-22}.

E. **See all categories?** (A1) With the advent of restriction FGLB where restrictions may be placed on account categories, this field is redundant and users need not concern themselves about this field. The valid values are (Y)es or (N)o. Currently,

this field may not be null and users may supply any of the values indicated. This field will be dealt with in a future release.

F. **Access level in PRS** (N1) Supply the level of access to access salary related information of personnel on the Payroll System. These levels are 1 – Top management; 2 – Other salaried personnel; and 3 – Wages. Thus, care must be taken when granting this privilege to users. This field must be null for users who are not authorised to access salary related information.

G. **Override insufficient funds rule** (A1) May this user override insufficient funds when such a condition exists? The valid values are (Y)es or (N)o. The completion of this field is dependent on rule BB, defined on menu option {FCSM-1b2}. If rule BB is set to (Y)es, all users in this option will be set to (Y)es and cannot be updated to (N)o. This implies that, as an institution, should any user encounter an insufficient funds situation, the user may override it to allow the transaction to be processed. If (N)o, all users on this option will be set to (N)o, but individual users who are granted privileges to override insufficient funds may be set to (Y)es in this option. This implies that, as an institution, the override of insufficient funds is not allowed except for those users who are authorised to.

H. **Approval privilege** (A1) Valid values are (Y)es or (N)o. The field is secondary to the Alpha Field value of the System Operational Definition Rule Code EA to ES. Only rule codes that are Electronic can be Approved. If Yes the user can approve PM documents depending on access and restrictions. Otherwise the user has no Electronic Approval Privileges.

I. **Buyer privilege** (A1) Valid values are (Y)es or (N)o. The field is secondary to the Alpha Field value of the System Operational Definition Rule Code EA to ES. Only rule codes that are Electronic can have Buyer Privileges. If Yes the user can maintain PM Buyer document fields depending on access and restrictions. Otherwise the user has no Electronic Buyer Privileges.

4.6. MAINTAIN CHEQUE AUTHORISATION {FCSM-6} ✎

In this option, users are provided with the facility to determine which users are authorised to approve payments generated on the financial systems before they are effected. The completion of this option will only be required should rule DA – Cheque Authorisation Mandatory, defined on menu option {FCSM-1b2}, be set to (Y)es. When the abovementioned rule is set to (Y)es, all payments generated will be flagged with a (H)old indicator. Payments with this indicator will only be effected once the authorised user, defined here, approves these payments. Menu options {FCTM-3} and {FPRM-24}, have been made sensitive to rule DA. This option consists of the following:

Before this option can be completed, users must have the information required beforehand. <LIST> function is not available on any of the fields described below.

A. **Cashier ID** (A20) Supply the cashier ID of the user who is authorised to approve payments. These users must be defined as cashiers on menu option {FCTM-2} with powers between 80 to 89.

B. **Sub-System** (A2) Supply the sub-system for which the cashier in A above may approve payments. The valid sub-systems are CT, PR, LL, AP and SD.

C. **Payment Method** (A1) Supply the payment method for which the cashier in A above may approve payments. The valid values are **A** – ACB, **B** – National Draft, **E** – International Draft, **J** – Journal Advice, **M** – Bank Transfer and **Q** – Cheque.

D. **User** (A8) Supply the user code, defined on menu option {USERS-5}, applicable to the cashier in A above who may approve payments.

E. **Low Amount** (N17.2) Supply the low value of a payment that the cashier in A above may approve. The cashier will not have authorisation to approve payments for less than this value.

F. **High Amount** (N17.2) Supply the high value of a payment that the cashier in A above may approve. The cashier will not have authorisation to approve payments for higher than this value.

The program will validate that a cashier cannot have multiple records for the same cashier ID, Sub-system and Payment method. Thus, only one record may exist for this combination.

4.7. DELETE COST CENTRE {FCSM-21} ✎

The deletion of a cost centre is strictly controlled, and only senior officials should be allowed access to this option. **The following conditions must be met before the system will allow a deletion:**

∗ the cost centre must not be consolidated into another one;
∗ no cost centres must be consolidated into this one;
∗ the inactive indicator for the cost centre must be set to (**N**)on-active on all GLA's for all years on {FCSO-6}.

If no transactions were processed for the cost centre, the deletion will be allowed, but if there are transactions in existence, a further two conditions will have to be satisfied, namely:

∗ the cost centre must have a zero balance; and
∗ the cost centre must have been inactive for at least the number of cycles specified for the period of retaining transactions, for sub-system GL on menu option {FCSM-2}.

To delete a cost centre the following steps must be followed:

1. Query the cost centre to be deleted as follows :

    Execute <ENTER QUERY> function;
    Supply the cost centre to be deleted;
    Execute <EXECUTE QUERY> function;
    Execute <DELETE RECORD> function; and
    Execute <COMMIT> function to effect the deletion.

If any of the above conditions are not met, the system will display an appropriate error message. **Upon deletion of a cost centre, the system will automatically delete all GLA's for this cost centre.**

A second Block is available on the same screen, where the user can query the status of the cost centre and consolidations can be updated. The system displays the following:

– Primary cost centre
– Secondary cost centre plus description
– Consolidation indicator, (**C**) or (**D**)
– Active indicator, (**A**) or (**N**)

If a cost centre is still consolidated, the user can undo the consolidation in this Block instead of going to the Cost Centre definition option.

4.8. DELETE ACCOUNT {FCSM-22} ✎

The deletion of an account is strictly controlled, and only senior officials should be allowed access to this option. **The following three conditions must be met before a deletion will be allowed:**

∗ the inactive indicator for this account must be set to (**N**)on-active on all GLA's, for all years on menu option {FCSO-6};
∗ the account must have been inactive for at least the number of cycles specified for the retaining of transactions;
∗ the account must have a zero balance.

To delete an account the following steps must be followed:

> Execute <ENTER QUERY> function;
> Supply the account to be deleted;
> Execute <EXECUTE QUERY> function;
> Execute <DELETE RECORD> function; and
> Execute <COMMIT> function to effect the deletion.

If any of the above-mentioned conditions are not met, the program will display an appropriate error message.

Upon deletion of an account, the system will automatically delete it from the GLA structure as well.

4.9. DELETION OF AUDIT FILE CREDITORS   {FCSM-23} ✎

Creditors master records are deleted on menu option {FPMN-2}, but the creditor number cannot be re-used for a new creditor as long as the creditors master record audit file still contains information on the deleted creditor.

● This option should be exercised with care. It will delete a creditor's master audit records from the database, and would normally be executed only at the end of a financial year, after the Year End Close has been successfully completed, or three to four months after the deletion of the creditor master record on menu option {FPMM-2}.

The following instructions must be followed:

> Execute <ENTER QUERY> function;
> Supply the creditor code whose log file is to be deleted;
> Execute <EXECUTE QUERY> function. The system will display the name and the "Last Active Date", i.e. date of most recent transaction in this account;
> Execute <DELETE RECORD> function; and
> Execute <COMMIT> function to effect the deletion.

The program will control that this creditor has been deleted from the master creditor file.

4.10.   DELETION OF AUDIT FILE DEBTORS   {FCSM-24} ✎

Debtors master records are deleted on menu option {FARM-21}, but the debtor number cannot be re-used for a new debtor as long as the debtors master record audit file still contains information of the deleted debtor.

- This option should be exercised with care. It will delete a debtor's master audit records from the database, and would normally be executed only at the end of a financial year, after the Year End Close has been successfully completed, or three to four months after the deletion of the debtor master record on menu option {FARM-21}.

The following instructions must be followed:

> Execute <ENTER QUERY> function;
> Supply the Debtor code whose log file is to be deleted;
> Execute <EXECUTE QUERY> function. The system will display the name and the "Last Active Date", i.e. date of most recent transaction in this account;
> Execute <DELETE RECORD> function; and
> Execute <COMMIT> function to effect the deletion.

The system will control that this debtor has been deleted from the master debtor file.

4.11.   MAINTAIN DEBT/CRED CURRENCY {FCSM-25} ✎

This option provides the user with the facility to change the currency of a Student, Debtor or Creditor.

A. **Type** (A1) Enter valid values are (P)ersonnel, (S)tudent, (O)ther or (T)emp.

4.12.   {FCSMR1} SUB-SYSTEM DEFINITION {FCSMR1-1} ✎

This report displays information about all subsystems as in {FCSM-2}.

USER SELECTION: None

PRINT SEQUENCE: On Subsystem code.

```
06-OCT-2002 14:12:27                                                        page    1
                            INTEGRATED TERTIARY SOFTWARE itsv12
                                 SUBSYSTEM DEFINITIONS
                            (Program : f7arpt.sql v12.0.0.0 (CS))


Subsystem  Name                             Historical   Fin.  Fin.
Code                                        Transactions Year Cycle
---------- ------------------------------ ------------ ----- -----
AR         ACCOUNT RECEIVEABLE                      14  2002     7
AS         ALUMNI SUBSYSTEM                         14  2002     7
BC         BUDGETING                               14  2002     7
CB         CASHBOOK                                14  2002     7
CM         MEAL SYSTEM                             14  2002     7
CO         CONTACT MANAGEMENT SYSTEM               14  2002     7
CR         CENTRAL RESERVATION SYSTEM              14  2002     7
CS         CODE STRUCTURE                          14  2002     7
CT         COUNTER SYSTEM                          14  2002     7
GL         GENERAL LEDGER                          14  2002     7
HM         HEALTH MANAGEMENT SYSTEM                14  2002     7
IM         RESEARCH SYSTEM                         14  2002     7
IR         INVESTMENT RECORDING SYSTEM             14  2002     7
LL         LONG TERM LOANS                         14  2002     7
OW         OWN DIRECTORY                           14  2002     7
```

4.12.1. PRINT AUDIT TRAIL {FCSMR1-2} ☜

This report reflects inserts/updates/deletions of various code structures. This report reflects information up to such time as the institutions upgrade to Version 11 of the ITS system.

On executing this option, user will be able to supply a previous request for the report.
This option opens on Page 2:

> ALL. All Options
> Q. Quit
> See Page 1 for Options 1 - 14
> Your choice(A3):
> Enter No to the next Question if you choose to Quit.
> Do you want to delete the audit trial tables (Y/N) (A1)

On page 1 users will be prompted with the following:

1. Cost Centre Definitions
2. Cost Centre Consolidation
3. Account Categories
4. Account Definitions
5. Account Codes/Names
6. Account List Detail
7. Fund Groups
8. Subsystem Definitions
9. Transaction Events
10. Transaction Definitions
11. System Operational Definitions
12. VAT Registration Codes
13. VAT Rate Codes
14. VAT Departmental VAT Registration

Upon making a selection, the program will produce a report, which reflects various details of the selection made and indicate whether inserts/updates/deletions have been made to each of the records reflected. An example of such a report is as follows:

```
06-OCT-2002 12:37:07                                                page   1
                       INTEGRATED TERTIARY SOFTWARE itsv12

                               AUDIT TRAIL OF

                           COST CENTRE DEFINITIONS

                       (Program : f7drpt.sql v12.0.0.0(CS))


Cost    Name                                    Short             Fin.  Fin. Non-/  Historical
Historical Budget  Budget
Centre                                          Name              Year Cycle Active   Balances
Transactions Acc/Cc  Yes/No
------  ------------------------------------- ------------------- ----- ----- ------ ---------- ----
-------- ------- -------
Budget  Cons Fund  Dept Date          Date Last         Yearly   Year Pre(R)   Ins/Upd Date
Original Host   General
Forward Cctr Grp  Code Created        Changed          Budget   End Post(O) Delete  Changed    User
Cc    Ledger
------- ---- ---- ----- ----------- ----------- ------------- ----- ------- ------- ----------- -------
- ------ -------
MAC1     MAC  ENGLISH                                                             MAC  ENGLISH
Y
B       D    1204  9400 06-JUL-1995 17-JAN-1996                R      U        25-JUN-1996 J
MAC1    AA


MAC1    MAC ENGLISH                            MAC ENGLISH                          A
Y
B       D    1110     1 06-JUL-1995 25-JUN-1996                O      U        25-JUN-1996 J
MAC1    AA


MAC1     MAC  ENGLISH                                                             MAC  ENGLISH
Y
B       D    1110     1 06-JUL-1995 25-JUN-1996                R      U        25-JUN-1996 J
MAC1    AA


MAC1    MAC ENGLISH                            MAC ENGLISH                          A
Y
B       D    1110     1 06-JUL-1995 25-JUN-1996                O      U        25-JUN-1996 J
MAC1    AA
```

4.12.2. PRINT AUDIT TRAIL – NEW FORMAT   {FCSMR1-3} ✎

This report reflects inserts/updates/deletions of various code structures. This report reflects information from the moment that institutions have upgraded to Version 11 of the ITS system.

On executing this option, user will be able to insert a previous request.
The users will be prompted with the following:
Page 1:

    1. Cost Centre Definition
    2. Account Category
    3. Account Definition

4. Account List
5. Account List Details
6. Fund Groups
7. Subsystem Definition
8. Transaction Events
9. Transaction Type Definition
10. System Operational Definition
11. VAT Codes Definition
12. VAT Registration
13. General Ledger Allocation
14. Departmental VAT Registration

The option opens on page 2:
15. Fixed Foreign Currencies
16. System Currency Types
17. Variable Foreign Currencies
18. Account Type Definition
See page 1 for options 1 - 14
Enter your choice :

Enter ITS user code Or (ALL) : (A8)
Enter Login user code Or (ALL) : (A10)
Enter Which Actions (DEL)ete,(INS)ert,(UPD)date or ALL : (A3)
Enter Start Date (DD-MON-YYYY) :
Enter End Date (DD-MON-YYYY) :

Upon making a selection, the program will produce a report, which reflects various details of the selection made and indicates whether inserts/updates/deletions have been made to each of the records reflected. An example of such a report is as follows:

```
06-JUN-2000 12:39              INTEGRATED TERTIARY SOFTWARE itsv12              Page :    1
Program : f74ccc.pc                    For ITS User ALL
                                 For Operating System User all
                                 For The Following Actions ALL
                           For Dates Between 01-JAN-2002 And 31-MAY-2002
                            Log File Printed For Cost Centre Definition


ITS User Unix Login Date               Action      Record Key And Data
-------- ---------- -------------------- ---------- ------------------


E        Ernie     05-APR-2002 12:40:53  CHANGED    RK: Cost Centre: E010

                                                    DC: Date Last Changed: Old: 09-MAR-2000   New: 05-
APR-2000/

                                                       Creditor Account Type: Old: AQ  New: /
E        Ernie     05-APR-2002 12:43:15  CHANGED    Rk:Cost Centre: E010

                                                       Creditor Account Type: Old:    New: AQ/
```

```
E        Ernie      05-APR-2002 13:07:50  CHANGED    RK: Cost Centre: E010

                                              Creditor Account Type: Old: AQ  New: /
E        Ernie      05-APR-2002 13:18:29  CHANGED    RK: Cost Centre: E010

                                              Creditor Account Type: Old:    New: AQ/
ERNIE    Ernie      19-MAY-2002 11:23:52  CHANGED    RK; Cost Centre: E010

                                              DK: Date Last Changed: Old: 05-APR-2000  New: 19-
MAY-2000/ Vat Code: Old: S3
```

4.12.3. SYSTEM OPERATIONAL DEFINITIONS {FCSMR1-4} ✎

This report provides the system with operational definitions and rules.

Parameters : NONE, although a previous request can be inserted.

```
Date: 06-Oct-2002 20:59          Integrated Tertiary Software itsv12         Page 1 0f 3
f7xrpt.sql V12.0.0.0                     Transaction Events


  Start   Fin.   Fin.   Historical  Budget    Budget                                     Rev+Exp
Rev+Exp
  Cycle   Year  Cycle  Transactions Yes/No   Forward NAME                   Acc        NAME
Cont Acc NAME
------- ----- ----- ------------ ------- ------- -------------------- -------- -------------------- --
------ --------------------
Fund Bal
Account
--------
 199501  1997    13          24 A       C      Total other expense  00023   Transf to Acc Funds
5810     Accum Funds-Balance
7010

                                      ********** End Of Report **********


Date: 06-OCT-2002 20:59:18      INTEGRATED TERTIARY SOFTWARE itsv12              Page:    1
f7xrpt.sql V12.0.0.0                 System Operational Definitions

Operational    Subsystem    Operational                              Alph/Num/    General
Numeric
Definition  C  Code         Definition  Description          Date           Character
Decimal Field
-----------  ----------  ----------------------------- ---------- ----------------------------- ----- 
----------
AA                       PM                   Possible  Delivery  Days                        N
1.000
AB                       PM                   Minimum  No  of  Quotations                     N
1.000
AC         PM            IRFQ Copy Path          A        O
AD         PM            Study Guide Free        A        Y
AE         PM            Use Qual OT to determine Store A
AF         PM            Change Store during Regis.    A
AG         PM            Change Qual must return items A
AH         PM            SGuides not free-use markup   A
AI         PM            SGuides not free - Vat Code   A
AJ         PM            ORDER STANDARD NOTE CODE   A        1
AK         PM            GRV Approval is INV approval  A        N
AL         PM            Stop On GRV/INV Variance Fail A        N
AM         PM            Store Issue Auto form PMIS Doc A       Y
AO         PM            Use GRV                 A        N
```

```
AP          PM          GRV/INV Variance amount N17.2  N
AQ          PM          GRV/INV Variance % N6.3        N
AR          CS          Document Numbers              A          B
AS          PM          Allow Deduct of AR Bal on PM  A          N
AT          PM          PMIS Item Codes Mandatory     A          N
AU                PM                        Maximum  Priority  Code              N
.000
AV                      CS                  Start  Asset  Account  Category      N
410.000
AW                      CS                  End  Asset  Account  Category        N
419.000
AX          PM          Raise Cost for Free Item not Rt A        N
AY          PM          ORDER/REQ/STORE DEF VAT CODE  A          S
AZ          PM          ORDER/REQ DEF INC./EXC. IND   A          I
```

4.12.4. AUTO GENERATED NUMBERS {FCSMR1-5} ✎

This report provides details regarding numbers generated automatically for the financial documents.

Parameters : NONE, although a previous request can be inserted.

```
Date: 06-oct-2002 16:57:09   INTEGRATED TERTIARY SOFTWARE ITSV12          Page:   1
f7frpt.sql V12.0.0.0              Auto Generated Numbers


Subsystem   Prefix   Code   Description                    Number  LAST_NUMBER
---------   ------   ----   ------------------------------ ------- -----------
AR          CN       11     CREDIT NOTES FOR DEBTORS           109
AR          MM       14     INVOICES NUMBER                    976
AS          AS       09     REPEATING INVOICES FOR ALUMNI      149
CM          CM       10     MEAL POSTING                        46
CT          TC       13     TAX CERTIFICATE NUMBER             306
GB          00       17     CENTRAL BOOKING                    439
IM                   15     RESOURCE ITEM NUMBER                46
PM                   K0     STORE ISSUE/EQUIVALENT NUMBER              203614
PM          RO       K3     PO / SE ORDER NUMBER                         2070
PM                   K1     STORE RETURN/EQUIVALENT NUMBER              1608
PM          RS       22     SUPPLIER RETURN                    208
PM          SD       SD     SETTLEMENT DISCOUNT               1039
PM          GR       02     GOODS RECEIVED VOUCHERS           6032
PM          00       16     MEDIA BOOKING                     2045
PM          00       19     STORE ITEM NUMBER                   21
PM          00       18     CREDITOR NUMBER             88888346
PM                   20     GENERAL ITEM NUMBER                 20
PO          00       08     PRINT COSTING TASK                   1
:
```

4.12.5. USER ACCESS CONTROL {FCSMR1-6} ✎

This report provides details on user access control

Parameters : NONE, although a previous request can be inserted.

```
Date: 06-OCT-2002 17:00:23        INTEGRATED TERTIARY SOFTWARE  itsv12           Page:   1
f7grpt.sql V12.0.0.0                      Users Access Control

         User                                                                    Override
Insuff  Approval   Buyer
Code      Type      Number  Name            Stor  Store Name       Category  Level  Funds Rule?
Privilege? Privilege?
---------  ---------  ----------  --------------  ----  --------------  --------  ------  -----------
----  ----------  ----------
1          O              1  TESTING !!!!!!!                          N                  1  N
N          N
123        P            234  A ARMSTRONG                             N                     N
N          N
12345      P        11223344  A SNYMAN         AK     AKADEMIE STORE   N                     N
N          N
7          P             65  V MALANs         CZ     IZOLDE           Y                  2  Y
N          N
99887766   P        99887766  A Abc                                   N                     N
N          N
A          T             40  Training 1                              N                     N
N          N
ANITA      T         123123  BORTECH TEST                            N                     N
Y          Y
B          T             41  Training 2                              N                     N
N          N
BEA              999999998  B TERRY                                  N                     N
N          N
BELLA            999999995  B BOTHA                                  N                     N
N          N
```

4.12.6. CHEQUE AUTHORISATION {FCSMR1-7} ✎

This report reflects users who are authorised to authorise payments.

Parameters : NONE, although a previous request can be inserted.

An example of this report is:

```
06-OCT-200012:47:58                                                         page   1
                        INTEGRATED TERTIARY SOFTWARE itsv12
                           Cheque Authorization
                        (Program :f7irpt.sql  v12.0.0.0 (CS))


Subsystem  Casher Id  Pay Method  User         Low Amount          High Amount
---------  ---------  ----------  ---------  --------------------  --------------------
AP         PETRA      Q           J                        .00             99999.00
AP         PIET       Q           J                        .00              5000.00
AP         CHRISTEL   Q           J                        .00             20000.00
CT         PETRA      M           J                        .00         999999999.00
CT         CASHIER3   Q           J                        .00            100000.00
CT         CHRISTEL   A           J                        .00             50000.00
CT         CHRISTEL   Q           J                        .00             50000.00
```

CT	CASHIER4	Q	J	.00	100000.00
CT	PETRA	Q	J	.00	999999999.00
LL	CHRISTEL	A	J	.00	20000.00
PR	PETRA	Q	J	.00	20000.00
PR	CEDRIC	Q	1	10.00	1000.00
PR	CEDRIC	A	1	10.00	1000.00
SD	PETRA	Q	J	.00	999999999.00

4.12.7. MAINTAIN DEBT/CRED CURRENCY {FCSMR1-8} ✎

This report provides details on currency changes effected on debtors and creditors.

The parameters are: A previous request can be inserted.

Print Currency Changes on Debtor/Creditor Accounts
Select Only Records Where Year, Cycle And Date are Null (Y/N)(A1) :[Y]
Enter The New Currency Code or All (A3) [ALL] :
Enter The Type Of Person or ALL (A1) [ALL]) :
Enter The Start Debtor/Creditor Code Or ALL (N9) [ALL] :
Sort (N)umerically Or [A]lphabetically (A1) [N] :

An example of this report is:

```
06-OCT-2002 13:02               INTEGRATED TERTIARY SOFTWARE itsv12           Page :   1
Program : f7bccc.pc  v12.0.0.0    For Records Were Year,Cycle And Date Is Null? : Y
                                      For Year : NULL
                                     For Cycle : NULL
                                      For Date : NULL
                              For New Currency Code : ALL
                                 For Person Type : all
                           For Debtors Between 0 And 999999999
                           Sort Order Of Debtors/Creditors : N
                       List Of Currency Changes On Debtor/Creditor Accounts

Debtor/Creditor Number Description                           Currency  Code  Description
Year Cycle Date
--------------------- ---------------------------------- ------------- -----------------------------
---- ----- ------------
650312  Mr T Pieterse                   DM          Deutsch Mark                          22-
JUN-2002
```

4.12.9 PRINT AUDIT LOG – USER RESTRICTIONS   {FCSMR1-21} ✎

This report provides details on currency changes effected on debtors and creditors.

A previous request can be inserted.
The parameters are:

5.   FINANCIAL CODE STRUCTURES {FCS-3/FCSC} ✎

5.1. MAINTAIN VAT RATES   {FCSC-1} ✎

During the processing of the various financial documents, the VAT value can be calculated automatically. For the various financial programs to do this, the user must supply the VAT code. The VAT code is, in turn, linked to a VAT rate, which the programs will use to calculate the VAT value of the transaction. These VAT codes and rates must be defined in this option as follows:

The following fields can be updated:

A. **VAT Code** (A2) Supply a unique code. The codes as supplied by the Receiver of Revenue may be used.

B. **Name** (A40) Supply a suitable description to define the code supplied in A above. The descriptions as supplied by the Receiver of Revenue may be used.

C. **VAT Rate** (N5,3) Supply the VAT rate applicable to the code supplied in A above. The rates specified here must be the rates as supplied by the Receiver of Revenue. In the event where the Receiver of Revenue changes the VAT rates, it is the user's responsibility to ensure that the rates are changed here accordingly.

At present only three VAT rates are relevant and these are supplied with the system. However, more rates might become applicable in future. The existing rates are:

```
E  = Exempt         = 0.00
S  = Standard Rate  = 0.14
Z  = Zero-rated     = 0.00
```

When these rates are captured in this field, 14% must be captured as .14 etc.

D. **VAT Apportionment** (N5.3) Supply the apportionment rate to be applied to the VAT rate supplied in C above. Due to nature of the service rendered by educational institutions, the majority of the income generated is student related as thus, by definition, is exempt from VAT. Because of this VAT on expenditure, directly related to the exempt income, cannot be claimed as INPUT VAT. However, instances do exist where, within the whole structure of the institution, Cost Centres do trade and the income they generate is subject to VAT (OUTPUT VAT). In these instances, the institution can apply to the Receiver of Revenue for a separate registration for these Cost centres for VAT purposes and request that portion of the VAT on qualifying expenditure be claimed as INPUT VAT. In the event the Receiver of Revenue does issue a separate registration, the apportionment rate applicable to the VAT paid on qualifying expenditure, will be supplied. The apportionment rate is applied to the

VAT rate and the resulting answer is the value of VAT that can be claimed as OUTPUT VAT on the VAT 201 Return.

The system will then prompt the user with, *If CC/VAT allocations are required complete <next block>*. On the <NEXT BLOCK> command a screen will be displayed and the user is prompted with a question: *"Do you want to do a major allocation? (**Y**)es or (**N**)o"*. The user can do one of the following:

- If the answer is (**N**)o the user can do a **single allocation** in the next block after <NEXT BLOCK> command:

  ∗ a cost centre can be queried and the system will display the name
  ∗ enter the code of the VAT Rate code
  ∗ system displays the VAT rate and VAT apportionment

- If the answer is (**Y**)es the system will offer a menu of choices for **multiple allocation**. The menu prompts the user as follows:

  1. **Cost Centres From => To:**

  When this option is selected, the program will prompt the user for the following:

  Enter The VAT Rate Code For The Specified CC :

  The program will validate that the code supplied is a valid VAT code. If not, program will give the message 'Unknown VAT rate code' and afford the user another opportunity to supply the correct code.

  Upon supplying the VAT Code, the program will prompt the user for the following:

  Supply The Starting Cost Centre (x = exit) :
  Supply The   Ending Cost Centre (x = exit) :

  After supplying the above, the program will link the VAT code to the Cost Centres supplied.

  2. **Consolidation Cost Centres:**

  When this option is selected, the program will prompt the user for the following:

  Enter The VAT Rate Code For The Specified CC :

  The program will validate that the code supplied is a valid VAT code. . If not, program will give the message 'Unknown VAT rate code' and afford the user another opportunity to supply the correct code.

Upon supplying the VAT Code, the program will prompt the user for the following:

Supply The Consolidation CC To Be Used. (x = exit) :

The program will validate that the code supplied is a Consolidation Cost Centre. If not, the program will give the message 'Illegal cost centre or not a consolidation cost centre' and abort the process and user will be taken back to the selection menu.

Upon supplying the Consolidation Cost Centre, the program will link the VAT code to all Cost Centres linked to the Consolidatio n Cost Centre.

Press <Q> to return to previous screen should the user not want to continue with this process.

5.2. MAINTAIN VAT REGISTRATIONS {FCSC-2} ✎

All institutions will have to register for a VAT registration number. It could, however, happen that institutes or bureaus within the institution would satisfy the requirements for separate registration and would wish to do so. In such cases, the user can record the different registrations and relevant detail in this option

This option consists of two Blocks, as follows:

Block 1: MULTIPLE VAT REGISTRATIONS

A. **VAT Registration Code** (A2) Supply a unique code for the institution or section.

B. **Name** (A40) Supply a suitable description for the code supplied in A above.

C. **VAT Registration Number** (A10)   Supply the number as allocated by the Receiver of Revenue.

D. **Present Cycle** (N4) This field cannot be updated by the user and on installation of the finance system, the field will be set to the applicable VAT reporting cycle by ITS. This cycle will automatically increment by the cycle interval in E below whenever menu option {FGLOR2-22} - VAT 201 Return - is executed.

E. **Cycle Interval** (N2) Supply the approved cycle interval as supplied by the Receiver of Revenue. Allowed values are 1, 2 and 6.

F. **Input VAT GLA** (A4+A8) All, or a portion of the VAT on purchases can be claimed from VAT paid to the institution and which should be paid over to the Receiver of Revenue. Depending on the manner in which the system is set up, the system can generate VAT transactions automatically. These transactions are debited against a GL-Allocation; the pre-defined code for this account may be entered here, and the name of the account will be displayed. (GL-Allocation's are defined in option {FCSO-6}).

G. **Output VAT** (A4+A8) The VAT charged on invoices to debtors should be accumulated in this account for payment to the Receiver on the approved cycles. Depending on the manner in which the system is set up, the system can generate VAT transactions automatically. These transactions are credited against a GL-Allocation; the pre-defined code for this account may be entered here, and the name of the account will be displayed. (GL-Allocation's are defined in option {FCSO-6}).

Block 2: COST CENTRE VAT REGISTRATION RELATION

The system will then prompt the user with, *If CC/VAT allocations are required complete next block*. On the <NEXT BLOCK> command a screen will be displayed and the user is prompt with a question: ***"Do you want to do major allocation? (Y)es or (N)o"***. The user can do one of the following:

● If the answer is (**N**)o the user can do a **single allocation** in the next block after <NEXT BLOCK> command:

* a cost centre can be queried and the system will display the name
* enter the code of the VAT Registration
* system displays the VAT number and GLA's

● If the answer is (**Y**)es the system will offer a menu of choices for **multiple allocation**. The menu prompts the user as follows:

1. Cost Centres From => To:

When this option is selected, the program will prompt the user for the following:

Enter The VAT Registration Code For The Specified CC :

The program will validate that the code supplied is a valid VAT code. If not, program will give the message 'Unknown VAT Registration code' and afford the user another opportunity to supply the correct code.

Upon supplying the VAT Registration Code, the program will prompt the user for the following:

Supply The Starting Cost Centre (x = exit) :
Supply The   Ending Cost Centre (x = exit) :

After supplying the above, the program will link the VAT Registration code to the
Cost Centres supplied.

2. Consolidation Cost Centres:

When this option is selected, the program will prompt the user for the following:

Enter The VAT Registration Code For The Specified CC :

The program will validate that the code supplied is a valid VAT code. If not,
program will give the message 'Unknown VAT Registration code' and afford the
user another opportunity to supply the correct code.

Upon supplying the VAT Registration Code, the program will prompt the user
for the following:

Supply The Consolidation CC To Be Used. (x = exit) :

The program will validate that the code supplied is a Consolidation Cost
Centre. If not, the program will give the message 'Illegal cost centre or not a
consolidation cost centre' and abort the process and user will be taken back to the
selection menu.

Upon supplying the Consolidation Cost Centre, the program will link the VAT
Registration code to all Cost Centres linked to the Consolidation Cost Centre.

Press <Q> to return to previous screen should the user not want to continue with
this process.

5.3. CREATE LEDGERS   {FCSC-3} ✎

The system allows for multiple year-ends, and a specific year-end is linked to a "ledger".
In this option users will define different ledgers, if required, and these ledgers will then be
linked to cost centres.

*All (**D**)etail cost centres must be linked to a ledger.*

The data fields are:

A. **GL Code** (A2) Supply a unique code for the Ledger.

B. **GL Description** (A40) Supply a suitable description of this Ledger.

C. **Indicator: (P)rimary or (S)econdary Ledger** (A1) Indicate whether this is the primary or a secondary ledger. Only one primary ledger and eleven secondary ledgers are allowed.

D. **Cycle of Year-end** (N2) Enter cycle of year-end for this GL. Valid values are 1 – 12.

E. **Month of Year-end** (N2) This value can be between 01 and 12, and the system will assume that the (**S**)econdary ledgers are "before" the (**P**)rimary ledger. Example: In 1992 the primary ledger will normally be specified as 12, and therefore the year-end is in December 1992. If a secondary ledger is specified as 08, the system will assume that the year-end of this ledger is August 1992.

NOTE: The system will allow only one ledger per cycle.

F. **Debtors GLA** (A4+A8) The Balance Sheet GLA for debtors in this ledger. The system will use these GLA's to generate the required transactions during the year-end process between the different ledgers. This GLA is regarded in the commercial world as 'Inter-company transfer account'. See note below.

G. **Creditors GLA** (A4+A8) The Balance Sheet GLA for creditors in this ledger. The system will use these GLA's to generate the required transactions during the year-end process between the different ledgers. This GLA is regarded in the commercial world as 'Inter-company transfer account'. See note below.

These fields can be left blank until GLA's are created, but users should take note that these GLA's are a prerequisite for the correct operation of the Year-end programmes.

H. **Year-end Indicator** (A1) Is this ledger due for a year-end? (Y)es or (N)o. The value of this field will be (N)o during the year. When the year-end of a specific ledger is reached, this indicator will be set to (Y)es to indicate that a year-end is outstanding for this ledger. When the user executes a period end, on menu option {FGLM-6}, the system will respond with a note explaining that one of the ledgers requires a "Year-end". The user can then proceed with the period end of the other ledger(s). As soon as the year-end for this ledger is executed, on menu option {FGLM-7}, the system will reset this indicator to (N)o.

The system will also prompt the user with, *"If CC/Ledger allocations are required complete next block"*. On the <NEXT BLOCK> command, a screen will be displayed and the user is prompted with the question: *"Do you want to do major allocation? (Y)es or (N)o"*. The user can do one of the following:

- If the answer is (**N**)o, the user can do a **single allocation** in the next Block after <NEXT BLOCK> command:

    * a cost centre can be queried and the system will display the name
    * enter the code of the Ledger
    * system displays the year-end of the Ledger.

- If the answer is (**Y**)es, the system will offer a menu of choices for **multiple allocation**. The menu prompts the user as follows:

Select one of the following:

> 1. Cost Centres From => To
> Q. Return

    1.   Cost Centres From => To:

If this option is selected, the system will request the **start** and the **end** cost centre. If an existing consolidated cost centre is specified, the system will execute the request but the same consolidation will not be created more than once. Press <**Q**> to return to previous screen.

    Enter The GL Code To Be Linked To The Specified CC's *:*

An existing Ledger Code should be entered, and if not the system will display: "Unknown general ledger code", and a further opportunity will be offered to enter the correct code.

* **Note:** If the year-end of the SRC is in August, the user will define a separate ledger and the indicator in **D.** above will be set to "08". During the year all moneys received by the SRC are credited to the applicable cost centres of the SRC, whilst the debit will be to the Bank Account of the institution. The result is thus that the institution owes the moneys to the SRC (the SRC is a creditor of the institution, and the institution is a debtor of the SRC).

* If the user should execute a year-end at the end of August, the system will calculate the net value of this ledger and an entry will be generated as follows:

> **Dt**:   Debtors GLA in the SRC Ledger
> **Cr**:   Creditors GLA in the (**P**)rimary Ledger.

5.4. BANK DETAIL {FCSC-4} ✎

The Financial System requires bank information at institutional and creditor level, which is maintained in this two-Block option.

Block 1: BANK INFORMATION

The system is provided with a basic list of banks, which can be updated and expanded by the user in this option.

The following information is required:

A. **Bank Code** (N2) Supply a unique code to identify the bank.

B. **Bank Name** (A30) Supply a suitable name for the bank. The system comes with English names, but the user can provide alternate names if desired.

C. **Bank or Building Society** (A1) This indicator indicates whether this is a (**B**)ank or a Building (**S**)ociety, to enable the transactions to be routed for ACB. The system defaults to (**B**)ank.

Block 2: BRANCH DETAIL

- Payments to creditors can be transferred via ACB magnetic tapes to bank branches whose codes, names, addresses and IT-numbers are maintained here. The link between a creditor and his/her branch is maintained at the master creditor record level, option {FPMM-2}.

- The institution's banking branch, from which the ACB transfers will be done, is also defined here. Linking of the bank and the account number to the institution is done under option {FCSC-5}.

- Every branch of a commercial bank or building society in the RSA is uniquely identified by the first six digits of the so-called IT-number, which normally appears at the top right hand corner of cheques. The usual format is **16-04-45-00**.

To add records to this Block, the appropriate bank code must be queried in Block 1 and the user moves to Block 2 with the <NEXT BLOCK> command. The bank code will be displayed, and the following information can be supplied:

A. **Branch** (N6) The first six digits of the IT-number must be supplied, in the above example 160445. *This number forms part of the information on the ACB tape, and no transfer can be made if it is not available.*

B. **Branch Name** (A30) e.g. Church Street, Pretoria.

C. **Address and Postal Code** (4xA30+A4) This information is optional, and is not used by the standard system.

5.5. MAINTAIN CASH BOOK DEFINITIONS {FCSC-5} ✎

The system provides for multiple Cash Books, and in this option the user will have to define a Cash Book for each of the institutions bank accounts.

∗ The Cash Book can be affected by transactions from the Counter Subsystem (CT), Procurement Management (PM), Payroll (PR), Cash Book (CB) and Long Term Loans (LL), and therefore a Cash Book **must** be linked to each of the above in Block 3.

∗ If the institution uses ACB as a payment method, then Block 2 "Bank Transfer Detail (ACB)", must be defined for each ACB user code and this code must be linked to the above systems where applicable.

∗ The ACB User Code linked to the Payroll may not be linked to other systems.

∗ If the institution wants to use ACB on the Payroll and on other systems, they must register at least two ACB user codes.

This option consists of three Blocks, as follows:

Block 1: CASH BOOK DEFINITIONS   {FCSMN-5b1}

A. **Cash Book Code** (A5) Supply a unique code for this Cash Book.

B. **Cash Book Description** (A30) Supply a suitable description for the code in A above.

C. **Conversion Group** (A2) Supply the conversion code for electronic reconciliation purposes. These conversion group codes are defined on menu option {FCSC-23}and are not user defined.

D. **Bank Code** (N2) Supply the code of the Bank relevant to this Cash Book defined in menu option {FCSM-4}.

E. **Branch Number** (N6) Supply the number of the Bank branch relevant to this Cash Book defined in option {FCSM-4}.

F. **Bank Account Number** (A24) Supply the number of the Bank account number relevant to this Cash Book. This is the number as allocated by your bank. This account number usually appears at the foot of a cheque. The format may vary between banks, the most common format being 334945: 0610.511.645" 26

   The Bank uses the first two and the last sections only. The bank account number in this example will be 0610511645, the first four digits usually identifying the Branch.

G. **Cash Book Currency** (A3) Supply the currency for this Cash Book.

H. **Cost Centre:** Supply the cost centre for this cash book. (A4 for SA clients and A6 for UK clients)

I. **GLA** (A4, A8) Supply the representing GLA in the General Ledger for this Cash Book. The system will use this GLA whenever transactions are created for this Cash Book.

J. **Next Deposit Number** (N6) Whenever a Bank Deposit is generated, the system will automatically allocate a deposit number to the document. The number will be retrieved from this field and the next number will be allocated.

K. **Next Pre-printed Cheque Number** (N6) Whenever a cheque is generated, the system will automatically allocate a number to the cheque. The number will be retrieved from the table in option {FCTM-1}, resulting in only one range of internally generated numbers for cheques. It is however, true that different series of cheque numbers (refer pre-printed number on the cheque) will be used for the different subsystems or cash books. The number maintained in this field, is the next pre-printed number. When cheques are printed in options {FCTO-22}, {FPMOPD-27} and {FPRN-6 or 21}, the system will request the next pre-printed number. The system will then increment the number for the number of cheques generated and this field will be updated.

2. Block 2: BANK TRANSFER DETAILS (ACB)

If the user should require ACB transfer, the "Bank Transfer Details" will have to be maintained in the following fields (the user is referred to the ACB User Manual for more information) :

A. **User Code** (N4) Every user of the ACB facility is assigned a User Code, which is the same as **B.** below if the user prepares the transfer tapes in-house.

B. **Installation ID Code** (N4) Supply the ID number as assigned by the ACB.

C. **User Generation Number** (N4) The first Live User Data Set submitted must commence with No. 0001, and thereafter must be 1 greater than the last Generation Number of the User Data Set *successfully processed*. The system updates this number after every run, except when a Test Tape was produced or if validation errors were encountered. *The user will have to reset this field when the bureau rejects a live tape.*

D. **Type of Service** (A10) The choice of **ONE**, **TWO** or **FIVE DAY** service is offered by the ACB. The *system defaults to "FIVE DAY"*.

E. **User's Approved, Abbreviated Name** (A10) ACB assigns an approved, abbreviated name to every user at time of registration. These names must be entered here exactly as specified by the Bureau, since this will be the name that appears on the tape.

F. **Installation Generation Number** (N4) The first Live Tape submitted must commence with No. 0001, and thereafter must be 1 greater than the last Generation Number of the tape successfully processed. The system updates this number after every run, except when a Test Tape was produced or if validation errors were encountered. *The user will have to reset this field should the bureau reject a live tape.*

G. **Tape Serial Number** (A8) Supply the number by which the institution identifies the physical tape that is delivered to the bureau. It will also appear on the accompanying Tape Advice that is sent to the bureau.

H. **Aggregate Value Limit** (N13) This field represents the maximum total debit allowed against the user's nominated account number during any ten days period, as agreed with the bureau. In practice, if the total debit on a tape exceeds this amount, the tape will be rejected unless prior arrangements have been made with the bureau. The program that generates the ACB tape will warn the user if this limit is exceeded, thus allowing time to make special arrangements.

I. **Debit and Credit Item Limit** (N13, N13) These fields represent the maximum value of entries homing to one account on any one day by the User, as agreed with the bureau. In practice, if a User submits more than one entry for the same Action Date against any one Home Account sequentially within a single Data Set, then the combined value of such entries processed may not exceed these limits. The program that generates the ACB tape will warn the user if this limit is exceeded, thus allowing time to make special arrangements.

J. **Last Create Date** (DD-MON-YYYY) This is the date of the latest ACB tape submission.

Block 3: SUBSYSTEM PER CASH BOOK / ACB USER

The following rules apply to this Block:

∗ a Cash Book Code may be linked to a subsystem only once;
∗ CT and CB may be linked to more than one Cash Book Code;
∗ the other subsystems must be linked to a Cash Book Code and may be used once only;
∗ the User code linked to PR may be used only with PR.

A. **Cash Book Code** (A5) The system will default a Cash Book code from Block 1.

B. **User Code** (N4) Link a User code of Block 2, if ACB transfer is applicable on a subsystem below.

C. **Subsystem** (A2) Supply the subsystem applicable to this cash book. The current values that must exist are:

> CB - Cash Book
> PM - Procurement Management
> PR - Payroll
> CT - Counter System
> LL - Long Term Loans.

Please note that this indicator does not imply that a Cash Book must be defined for each subsystem.

5.6. FUND GROUPS {FCSC-6} ✎

In SAPSE 006, Appendix C, the classification of fund groups is listed and explained. The standard fund groups are supplied with the system and if the user requires a further breakdown the records may be created in this option.

All (**D**)etail cost centres must be linked to a fund group, and this indicator is of utmost importance for the STATS reporting, thus someone with an in-depth knowledge should be responsible for this link.

The data fields are:

  A. **Code** (A4) Supply a unique code for the fund group.

  B. **Name** (A40) Supply a suitable description of this fund group.

  C. **STATS Group** (N5) Since the user may insert or change fund groups, the STATS group code as in SAPSE 006, Appendix C, must be indicated.

Report {FCSCR1-5} provides a list of the Fund Groups.

5.7. ACCOUNT CATEGORIES {FCSC-7} ✎

A standard set of account categories is defined in SAPSE 006, Chapter 8. This list has been expanded as required for STATS reporting, and is supplied with the system. The supplied list is not densely numbered, and users are allowed to create new categories with the understanding that newly created ones will be accumulated into the preceding standard one. For example:

> 330 = Supplies and Services
> 360 = Rental of Buildings.

If the user should define a category 331 = Supplies and Services: Subsistence and Travel, this category could be used for internal reporting, but for STATS reporting the system will accumulate all categories between 331 and 359 into 330.

- The user should understand that the table may be updated by the user and that categories can thus be deleted, but also that the supplied categories are pre-defined into some programmes and therefore that deletions of the supplied ones could cause problems in the STATS reporting. *Deletion of a category will in any case only be allowed if there are no accounts linked to that specific category.*

Categories are not only used for STATS and reporting purposes, but are also supportive of the security system. When a potential user is created under option {USERS-5}, the question is asked whether this user will have access to all categories (see Section 5.3 of GSS). If the answer is (**N**)o, the system will control a further level of access on the categories.

Under this option the user can restrict the access of individual subsystems and its users to specific categories. For example, all salary accounts will be linked to the salary categories. These categories will be accessible only by the Payroll System and not by the other subsystems, e.g. the salary accounts will be blocked for the Student Debtors, Procurement Management, Accounts Receivable and Stores Subsystems.

The following fields are relevant to this screen:

A. **Code** (N3) Supply a unique number for this category.

B. **Name** (A40) Supply a suitable description for this category.

C. **Type** (A1) Supply the relevant type for this category. Categories are divided into 4 types, namely:

> (**R**)evenue
> (**E**)xpense
> (**A**)ssets
> (**L**)iability.

D. **Subsystem Access** (A1) Columns are displayed with the codes of the different subsystems as headings, and the user can indicate with a radio button whether this category is accessible to the specific subsystem.

5.8. MAINTAIN ACCOUNT TYPE DEFINITIONS {FCSC-21} ✎

This option provides the facility for users to define different types of accounts for each debtor and creditor defined on the financial system. Account types can only be defined for debtors/creditors in the AR, SD, CM and PM financial sub-systems.

This option consists of the following fields:

A. **Account Type** (A4) Supply a code for the account type.

B. **Description** (A30) Supply a suitable name to describe the account type code.

C. **E/D Code** (A4) Supply the Deduction code to be used by the payroll system in respect of meal deductions. This is only applicable if the sub-system is CM.

D. **Alternate Description** (A30) Provide an alternate name for B above if required.

E. **Sub-System** (A2) Supply the sub-system applicable to the account type. The valid values are SD, AR, CM or PM. The sub-system name will default into the next field and cannot be updated.

F. **Fee/Deposit** (A1) Indicate whether the account type is for the (F)ee or (D)eposit account. This field is only applicable when the sub-system is SD.

G. **Control GLA** (A4+A8) Supply the ledger control GLA for this account type. The name of the cost centre and account will default in the next fields and cannot be updated.

H. **Non-/Active** (A1) Indicate whether the account type is (A)ctive or (N)on-active.

I. **CB Code** (A5) Supply the cash book code applicable to this account type when sub-system is PM

J. **AR Category** (A1) Supply the applicable debtor category when sub-system is AR.

K. **Include for DEBTPACK** (A1) Indicate whether this account type is to be included for DEBTPACK download. Valid values are (Y)es or (N)o.

5.9. LINK BUDGET CONTROL ACCOUNTS {FCSC-22} ✎

This option provides the facility to define various control accounts, which will be used by menu option {MEBO-6} – Copy approved budget to GL.

This option consists of the following fields:

A. **Fund Group** (A4) Supply a valid fund group code. A <LIST> function containing fund group codes is available.

B. **Account Category**   (N5) Supply a valid account category. A <LIST> function containing account categories is available.

C. **Budget GLA**   (A4+A8) Supply the GL budget control GLA applicable to the combination of **A** and **B** above.

5.10.   ELECTRONIC CONVERSION GROUPS   {FCSC-23} ✋

Menu {FEBC} provides facilities where bank statement data may be downloaded electronically from banks and convert the data into a format which is acceptable to the ITS finance system. In order to convert the data, the document and transaction rules of the banks are required. This option provides information on which banks provide the facility to download bank statement data electronically and for which ITS has conversion rules. This menu option is maintained by ITS and users cannot update this option.

This option consists of the following fields:

A. **Code** (A2) A unique code for the conversion group

B. **Name** (A30) A suitable name to describe the conversion group.

5.12.   REPORTS   {FCSO-80} / {FCSOR1}

5.13.   VAT RATES {FCSCR1-1} ☝

This report reflects the detail of the different VAT codes and VAT rates used by the institution:

USER SELECTION: None, although a previous request can be inserted.

An example of this report is:

```
06-OCT-2002 13:17:23                                                          page    1
                             INTEGRATED TERTIARY SOFTWARE itsv12

                                    VAT Rate Report

                             (Program : f7brpt.sql v12.0.0.0 (CS))


VAT
Code Description                                  VAT Rate Apportionment

---- ------------------------------------- ----------- -------------
A    STANDARD RATED VAT - 3% APPORTIONMENT         .300          .889
CA   D1                                            .750         1.000
CD   CARD CHARGES                                  .050          .000
CH   TEST CHARACTER VAT                            .100         1.000
DS   TEST SPECISS                                  .150          .000
E    EXEMPTED FROM VAT                             .000          .000
G    STANDARD RATED VAT - NO APPORTIONMENT         .140         1.000
GU   TEST GUI                                      .140         1.000
NZ   NZ RATE                                       .125         1.000
P    APPORTIONMENT                                 .140          .140
S    STANDARD RATED VAT - NO APPORTIONMENT         .140          .500
S1   STANDARD RATED VAT - 2% APPORTIONMENT         .140          .020
S2   STANDARD RATED VAT - 10% APPORTIONMENT        .140          .100
S3   STANDARD RATED VAT - 100% APPORTIONMENT       .140         1.000
S4   STANDARD RATED VAT - 14% NO APPORTIONMNT      .140          .000
```

5.13.1. VAT REGISTRATION DETAIL {FCSCR1-2} ✍

This report reflects the detail of the different VAT registration numbers, as well as, the VAT Codes and rates used by the institution:

USER SELECTION: None, although a previous request can be inserted.

PRINT SEQUENCE: Vat Registration Code

```
06-OCT-2002 13:21:39                                                      page    1
                         INTEGRATED TERTIARY SOFTWARE itsv12
                              VAT REGISTRATION DETAIL
                         (Program : f7nrpt.sql v12.0.0.0 (CS)

Vat    Vat Registration Name                  Vat       Vat     Vat     Vat     Vat    Vat Rept  Vat Log
Regis                                         Number    In Cc   In Acc  Out Cc  Out Acc  Cycle Cyc
Action
-----  -------------------------------------- --------- ------ -------- ------ -------- -------- ---- ----
--
01     INSTITUTION'S VAT REGISTRATION         00300-20-1 F001   9208     F001   9208     199905    2
02     DEPT 30'S VAT REGISTRATION             3332123-22 F001   9208     F001   9207     199506    2
03     INSTITUTE FOR MEDICINE                 2202-220-2 0058   2012     F001   2012     199502    2
1      INSTITUTIONS VAT REG-NUMBER            00300-20-1 F001   9208     F001   9207     199901    2
10     HERMAN VAT 91                          22         A002   9208     A002   9207     199606    2
11     DEPT 55***   VAT REG-NUMBER            00300-99-1 S003   9208     S003   9207     199502    2
13     DEPT 30'S VAT REGISTRATION             45         CC1231 00000001 CC1231 0111     199801    2
2      ITS VAT REGISTRATION                   111-783922 F001   9208     F001   9207     199506    2
20     GGGG                                   123        1065   2012     1065   2222     199502    2
33     GERARD                                 666666666  S003   9208     S003   9207     199502    2
5      HERMAN VAT                             22         A001   9208     A001   9207     199502    2
88     NEW VAT REG 91                         1234567891 A002   9208     A002   9207     199502    2
90     STOOR BTW                              ST5645     1086   9208     1086   9207     199502    2
98     ERNIE TOETS VAT201 MOET NIE GEBRUIK NIE 00300-20-1 EE58  9208     EE58   9207     199502    2
99     NEW VAT REG 91                         9999997891 A002   9208     A002   9207     199502    2
CD     CREDIT CARD CHARGES                    00300-20-1 MAC1   9208     SPEC   9207     199504    2
CS     TEST RAU                               56353      F001   9208     F001   9207     199606    2
EM     EMU                                    EMU                                        199502    2
G0     TEST GUI                               12345      MAC1   00021    MAC2   00022    199706    2
JJ     TEST                                   5555       F001   9208     F001   9207     199606    2
SP     SPECISS GST REGISTRATION               00300-20-1 MAC1   9208     SPEC   9207     199504    2
Z0     TEST CHARACTER                         1234       MAC1   00021    MAC2   00022    199706    2

06-OCT-2002 13:21:39                                                      page    1
                         INTEGRATED TERTIARY SOFTWARE itsv12
                                VAT CODE DETAIL
                         (Program : f7nrpt.sql v12.0.0.0)

Vat  Vat Rate                                  Vat       Vat
Code Name                                      Rate Pro-Rate
---- -------------------------------------- ------- --------
A    STANDARD RATED VAT - 3% APPORTIONMENT     .300     .889
CA   D1                                        .750    1.000
CD   CARD CHARGES                              .050     .000
CH   TEST CHARACTER VAT                        .100    1.000
DS   TEST SPECISS                              .150     .000
E    EXEMPTED FROM VAT                         .000     .000
S    STANDARD RATED VAT - NO APPORTIONMENT     .140     .500
S1   STANDARD RATED VAT - 2% APPORTIONMENT     .140     .020
```

```
S2    STANDARD RATED VAT - 10% APPORTIONMENT        .140     .100
S3    STANDARD RATED VAT - 100% APPORTIONMENT       .140    1.000
S4    STANDARD RATED VAT - 14% NO APPORTIONMNT      .140     .000
S9    STANDARD RATED VAT - OLD VAT RATE             .100    1.000
Y     EXEMPTED FROM VAT                             .000     .000
Z     ZERO-RATED VAT                                .000     .000
Z1    ZERO RATE: APPORTIONED                        .000     .100

19 rows selected.

                    ********** End Of Report **********
```

5.12.2. BANK DETAIL {FCSCR1-3} ✍

This report is used to display the complete list of banks and building societies and their defined branches.

USER SELECTION: None, although a previous request can be inserted.

PRINT SEQUENCE: Branches numerical within banks/societies.

```
Date : 13-)CT-2002 13:24      INTEGRATED TERTIARY SOFTWARE  itsv12                    Page : 1
Program : f8Brpt.rdf V12.0.0.0

                          Detail For All Banks For Cycle : 200209
                          -------------------------------------
Bank : 1 STANDARD BANK                          Type : S BUILDING SOCIETY


Branch              Branch                                    Post Code
        Name         &          Address
Code
--------  ------------------------------------------------------------------------ ----
102       PRETORIA NORTH          24 MAIN ST PTA NORTH          0045

103       VERWOERDBURG            SHOP # 89 VERWOERDBURG CITY    0045

104       WATERKLOOF              81 CHARLES ST WATERKLOOF       0011

105       NEW PENTHOUSE           SUNNYSIDE CENTRE SUNNYSIDE     0038

106       BLOEMFONTEIN            39 MAIN ST BLOEMFONTEIN        3009

107       HOUGHTON                63 MAIN ST HOUGHTON            1111
```

5.12.3. CASH BOOK DETAIL {FCSCR1-4} ✋

This report displays the Cash Book Definition, Bank Transfer Detail (ACB) and Subsystem per Cash Book/ACB user as created in {FCSMN-5}.

USER SELECTION: None, although a previous request can be inserted.

PRINT SEQUENCE: On cash book code, user code and subsystem code.

```
13-OCT-2002 13:25                    INTEGRATED TERTIARY SOFTWARE itsv12                      Page 1
Program : f7krpt.rdf (CS) V12.0.0.0            Cash Book Definition
```

Cash Book	Name Acc Name	Code	Bank	Branch	Acc No	CC	Acc	CC Name
1	MAIN CASH BOOK Overdraft Bank		20	2011	12345678901	F001	7320	WORK FUND
10	TOETS KASBOEK Staff Benefits-Other		44	440116	110695800924	0058	0312	ECONOMICS
123	LCL test cashbook Bank: Institution		20	2010	123456789	F001	8280	WORK FUND
13	ROSATEST Group Insurance		20	250845	1313131	F001	9320	WORK FUND
2	FORN CASH BOOK Overdraft Bank		20	250845	22345678901	F001	7320	WORK FUND
2A	Cash-Book Campus B Bank: Institution		30	30204	610555666	F001	8280	WORK FUND
2TEST	CODE STRUCTURE TEST	11	121212	123456788900111	AA10	100002	DEPARTMENT ONE	
33333	TOETS KASBOEK Bank: Institution		44	440116	110695800924	F001	8280	WORK FUND
A1	Cash-book Campus A Bank: Institution		1	334545	10931061	F001	8280	WORK FUND
A3	Cash-Book Campus C Debt Control: Genera		1	102	8768758	F001	9202	WORK FUND
ABSA	ABSA CONVERSION Bank: Institution		30	335845	1460540026	F001	8280	WORK FUND
ADEL	Annalise toets Test UDW budget cont		20	2010	8768758	QF01	00000001	OPERATING FUND
ADEL1	Annalise toets Bank: Institution ac		44	440116	1106957001	F001	8282	WORK FUND
ADEL2	Annalise toets Boland Bank: Institution ac		44	440116	1187634534	F001	8282	WORK FUND
C1233	test character Industrial Research		1	102	123456789012345	MAC1	00021	MAC ENGLISH
C1234	test gui Industrial Research		1	102	123456789012346	MAC1	00021	MAC ENGLISH

5.12.4. FUND GROUPING CODES {FCSCR1-5} ✎

This report displays a list of all valid Fund Grouping codes that can be used for creation of Cost Centres in {FCSO-1}.

USER SELECTION: None, although a previous request can be inserted.

PRINT SEQUENCE: On Fund Grouping codes.

```
13-OCT-2002 13:26:52                                                      page    1
                             INTEGRATED TERTIARY SOFTWARE
                              FUND GROUPING CODES/NAMES
                           (Program : f77rpt.sql v12.0.0.0 (CS))

Fund          Name                                        Sapse
Grp                                                       Row Code
----          --------------------------------------      --------
1110          UNDESIGN CURRENT FUNDS                         1110
1121          DESIGN UNREST S + S OF: AUX ENTERPRISES        1121
1122          DESIGN UNRESTRICTED OTHER SOURCES              1122
1201          RESTRICTED TUITION AND FEE                     1201
1202          REST CENTRAL GOVERNMENT APPROPRIATION          1202
1203          REST PROVINCIAL GOVERNMENT APPROPRIATION       1203
1204          REST LOCAL GOVERNMENT APPROPRIATION            1204
1206          REST PROV. GOVT. GRANTS AND CONTRACTS          1206
1207          REST LOCAL GOVT. GRANTS AND CONTRACTS          1207
1208          REST PRIVATE GIFTS, GRANTS AND CONTRACTS       1208
1209          REST  INVESTMENT INCOME                        1209
1210          REST INCIDENT S + S OF EDU ACT CUR. FNDS       1210
1211          REST S + S OF HOSPITAL CURRENT FUNDS           1211
1212          REST S + S OF IND OPERATION CURRENT FNDS       1212
1213          REST OTHER SOURCES CURRENT FUNDS               1213
```

5.12.5. ACCOUNT CATEGORIES {FCSCR1-6}

This report is used to display the complete list of defined account categories and the access to each category from the subsystems.

USER SELECTION: None, although a previous request can be inserted.

PRINT SEQUENCE: Numerical.

```
13-OCT-2002 13:28:00                                                                      page    1
                                       INTEGRATED TERTIARY SOFTWARE itsv12
                                            ACCOUNT CATEGORY LIST
                                       (Program : f74rpt.sql v12.0.0.0(CS))

 Acc Name                                           Acc  AR SYS Ap Sys  Po Sys  PR SYS GL SYS CB SYS SD SYS Ll Sys
Ct Sys  Cm Sys
Catg                                                Type ACCESS Access  Access  ACCESS ACCESS ACCESS ACCESS Access
Access  Access
---- ---------------------------------------- ---- ------ ------- ------- ------ ------ ------ ------ ------- -
------ -------
Cb Sys  IR Sys  CR Sys  CO Sys  HM Sys  SO Sys  IM Sys  PM SYS Log
Access  Access  Access  Access  Access  Access  Access  ACCESS Action
------- ------- ------- ------- ------- ------- ------- ------ ------
   10 TUITION AND OTHER FEES                        R    Y                      Y      Y             Y      Y      Y
Y
Y       Y       Y       Y       Y       Y       Y       Y

   30 GOVERNMENT APPROPRIATIONS: CENTRAL            R    Y                      Y      Y             Y      Y      Y
Y
Y       Y       Y       Y       Y       Y       Y       Y

   40 GOVERNMENT APPROPRIATIONS: PROVINCIAL         R    Y                      Y      Y             Y      Y      Y
Y
Y       Y       Y       Y       Y       Y       Y       Y

   50 GOVERNMENT APPROPRIATIONS: LOCAL              R    Y                      Y      Y             Y      Y      Y
Y
Y       Y       Y       Y       Y       Y       Y       Y
```

5.12.6. ACCOUNT TYPE DEFINITIONS {FCSCR1-7} 🖑

This report is used to display the complete list of defined account types.

USER SELECTION: A previous request can be inserted.

                                     Enter Subsystem Code (A2) Or ALL :

PRINT SEQUENCE: Numerical within sub-system

```
Date: 13-OCT-2002 13:28:53          INTEGRATED TERTIARY SOFTWARE  itsv12          Page:   1
F7crpt.sql V12.0.0.0                      Account Type Definitions
                                          For The Subsystem all

Subsystem Account Account                   Alternate                 Control       Active     Cash
Debt  Earn/
Code      Type    Description               Description               GLA           Non-Active Book
Catg  Deduct
--------- ------- ------------------------- ------------------------- ------------- ---------- -----
----- ------
AR        100     CLINIC MAIN ACOOUNT       KLINIEK REKENING          00010123      A          10
H
          101     GENERAL CONSULTATION ACCOUNT ALGEMENE KONSULTASIE   00010123      A          10
H
          102     DENTAL CONSULTATION ACCOUNT  TANDHEELKUNDE          00010123      A          10
H
            4       TEST PAYROLL                TOETS SALARIS STELSEL     04109330          A
S
            5       AR-TEST                     AR-TOETS                  F0010402          A
C
          6       ER-TEST                   ER-TOETS                  F0010402      A          ADEL
C
          6777    TEST CONT MAN             TOETS KONTAK              00010123      A          1
C
          99      4                         KLINIEK TOETS             00620123      A          1
H
          AR      NORMAL FOR SUBSYSTEM AR   SUBSTELSEL AR             00582012      A          1
L
          AR01    NORMAL FOR SUBSYSTEM AR   SUBSTELSEL AR             MAC100021     A          MAP
N
          AR1     AR1                       AR1                       F00100021     A          1
B
          BL01    BOOKING DEBTOR            BESPREKINGS               MAC100000001  A          ADEL
B
          BL02    BOOKING DEBTOR DEPOSITS   BESPREKINGSDEPOSITO       MAC100021     A          ADEL
B
          BOP1    CENTRAL BOOKING - COSTS   BESPREKINGSKOSTE          F0018420      A          1
B
          BOP2    CENTRAL BOOKING - DEPOSITS BESPREKINGSDEPOSITO      F0018420      A          1
B
          CL01    CLINIC DEBTOR             KLINIEK DEBITEUR          MAC100022     A          ADEL
H
```

5.12.7. LINKED BUDGET CONTROL ACCOUNTS {FCSCR1-21} ✎

This report is used to display the complete list of defined budget control GLA's.

USER SELECTION: A previous request can be inserted.
Enter Fund Code (A4) Or ALL   :
Enter Category Number (N3) ALL :

PRINT SEQUENCE: Numerical.

```
Date: 13-OCT-2002 13:32:22              INTEGRATED TERTIARY SOFTWARE its12        Page:   1
f7prpt.sql V12.0.0.0                         Linked Budget Control Accounts


Fund  Fund                           Account                      GLA
Group Name                           Category Category Name        GLA         Short Name
----- ------------------------ --------- ------------------------ ------------ ----------------------------
----------
1110  UNDESIGN CURRENT FUNDS           10 TUITION AND OTHER FEES   MAC100021    MAC ENGLISH/Industrial
Research

                                    ********** End Of Report **********
```

5.12.8. GENERAL LEDGER DEFINITIONS {FCSCR1-22} ✎

This report is used to display the complete list of defined General Ledgers that are used by the institution.

USER SELECTION: None, although a previous request can be inserted.

PRINT SEQUENCE: Numerical.

```
13-OCT-2002                          INTEGRATED TERTIARY SOFTWARE itsv12               Page:   1
Program: f7lccc.pc v12.0.0.0            GENERAL LEDGER DEFINITIONS
=================               =========================

GL    GL                                YEAR END    PRIM/SEC    YEAR END    YEAR
CODE  DESCRIPTION                        CYCLE       INDICATOR   MONTH       INDICATOR
----  -----------                        -----       ---------   -------     ---------

9 A1     STUDENT BODIES LEDGER              6            S          12          Y
     DEBTORS GLA      F001 WORK FUND       8420 Sundry Debt: General
     CREDITORS GLA    F001 WORK FUND       7212 Sundry Creditors

13 AA    ITS LEDGER                        12            P           6          Y
     DEBTORS GLA      F001 WORK FUND       8420 Sundry Debt: General
     CREDITORS GLA    F001 WORK FUND       7212 Sundry Creditors

17 CS    CEDRIC LEDGER                      5            S          11          Y
     DEBTORS GLA      F001 WORK FUND       8420 Sundry Debt: General
     CREDITORS GLA    F001 WORK FUND       7212 Sundry Creditors
```

| 21 HN | HN TEST | 2 | S | 8 | N |

5.12.9. GENERAL LEDGER/CC ALLOCATIONS {FCSCR1-23} ✎

This report is used to display the general ledger allocation to cost centres.

USER SELECTION: A previous request can be inserted.
Select One of the following :
1. Range
2. Selective
Your Selection :
Supply Start GL Code (A2) :
Supply End GL Code (A2) :

```
13-OCT-2002                        INTEGRATED TERTIARY SOFTWARE itsv12                   Page:    1
Program: f7mccc.pc V12.0.0.0       General Ledger/ Cost Centre Allocation
                                          Start GL Code : A1
                                          End GL Code   : A1

   9993    SRC                                     A1        STUDENT BODIES LEDGER
   E305    AGENTSKAPFONDSE                         A1        STUDENT BODIES LEDGER
   9992    STUDENT CENTRE FUND                     A1        STUDENT BODIES LEDGER
   0112    ENGLISH-DBN                             A1        STUDENT BODIES LEDGER
   ZZ89    CONS                                    A1        STUDENT BODIES LEDGER
   R01C    CCC -ROSA                               A1        STUDENT BODIES LEDGER


                          ********** End Of Report **********
```

5.12.10. ELECTRONIC CONVERSION GROUPS {FCSCR1-24} ✎

This report is used to display the complete list of defined electronic conversion groups.

USER SELECTION: None, although a previous request can be inserted.

PRINT SEQUENCE: Numerical.

```
13-OCT-2002 13:38:03                                                                     page    1
                              INTEGRATED TERTIARY SOFTWARE itsv12
                                  Electronic Conversion Groups
                              (Program : f7lrpt.sql v12.0.0.0 (CS))
```
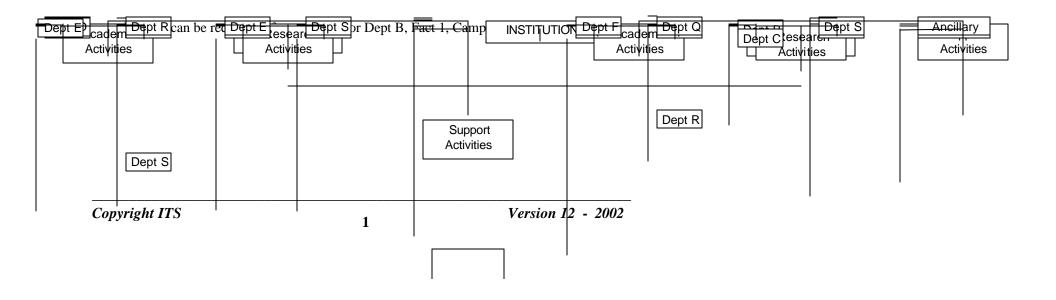
```
Code      Name
----      -----------------------------
A         ABSA
F         FIRST NATIONAL BANK
SC        Standard Bank (Cats)
ST        Standard Bank (Tape)


4 rows selected.




                                    ********** End Of Report **********
```

FINANCIAL CODE STRUCTURES: APPENDICES

6.1. APPENDIX A: EXAMPLE OF COST CENTRE CONSOLIDATION STRUCTURE

Dept E	Dept R can be re	Dept E	Dept S	or Dept B, Fact 1, Camp	INSTITUTION	Dept F	Dept Q

Academ Activities

Researc Activities

Academ Activities

Dept C Research Activities

Dept S

Ancillary Activities

Support Activities

Dept R

Dept S

us A, Acad Act, etc.

6.2.   APPENDIX B: SAMPLE GENERAL LEDGER ACCOUNT STRUCTURE

```
  No  Description                                                        F   Lev
 ---- -------------------------------------------------------------- -  -----
    1 EXPENSES                                                       :H  9:
      ====================================
  100 SALARIES AND REMUNERATION                                      :H  6:
      ------------------------------------------------------------------
  101         Salaries - Permanent Staff  (PCI)                      :D  6:
  102         Salaries - Other  (PCI)                                :D  6:
  109 Total Salaries                                                 :S  6:
  111         Staff Benefits - Permanent Pers (PCI)                  :D  5:
  112         Staff Benefits - Other  (PCI)                          :D  5:
  189 Total Staff Benefits                                           :T  5:
  199 Total Remuneration (PCI)                                       :T  6:
  201         Salaries - Permanent Staff (PC2)                       :D  6:
  202         Salaries - Other (PC2)                                 :D  6:
  209 Total Salaries (PC2)                                           :S  6:
  211         Staff Benefits - Permanent Staff (PC2)                 :D  5:
  121         Staff Benefits - Other (PC2)                           :D  5:
  289 Total Staff Benefits (PC2)                                     :T  5:
  299 Total Remuneration (PC2)                                       :T  6:
  301         Salaries - Permanent Staff (PC3)                       :D  6:
  302         Salaries - Other (PC3)                                 :D  6:
  309 Total Salaries (PC3)                                           :S  6:
  311         Staff Benefits - Permanent Staff (PC3)                 :D  5:
  312         Staff Benefits - Other (PC3)                           :D  5:
  389 Total Staff Benefits (PC3)                                     :T  5:
  399 Total Remuneration (PC3)                                       :T  6:
  401         Salaries - Permanent Staff (PC4)                       :D  6:
  402         Salaries - Other (PC4)                                 :D  6:
  409 Total Salaries (PC4)                                           :S  6:
  411         Staff Benefits - Permanent Staff (PC4)                 :D  5:
  412         Staff Benefits - Other (PC4)                           :D  5:
  489 Total Staff Benefits (PC4)                                     :T  5:
  499 Total Remuneration (PC4)                                       :T  6:
  501         Salaries - Permanent Staff (PC5)                       :D  6:
  502         Salaries - Other (PC5)                                 :D  6:
  509 Total Salaries (PC5)                                           :S  6:
  511         Staff Benefits - Permanent Staff (PC5)                 :D  5:
  512         Staff Benefits - Other (PC5)                           :D  5:
  589 Total Staff Benefits (PC5)                                     :T  5:
  599 Total Remuneration (PC5)                                       :T  6:
  601         Salaries - Permanent Staff (PC6)                       :D  6:
  602         Salaries - Other (PC6)                                 :D  6:
  609 Total Salaries (PC6)                                           :S  6:
  611         Staff Benefits - Permanent Staff (PC6)                 :D  5:
  612         Staff Benefits - Other (PC6)                           :D  5:
  689 Total Staff Benefits (PC6)                                     :T  5:
  699 Total Remuneration (PC6)                                       :T  6:
  701         Salaries - Permanent Staff (PC7)                       :D  6:
  702         Salaries - Other (PC7)                                 :D  6:
  709 Total Salaries (PC7)                                           :S  6:
  711         Staff Benefits - Permanent Staff (PC7)                 :D  5:
  712         Staff Benefits - Other (PC7)                           :D  5:
  789 Total Staff Benefits (PC7)                                     :T  5:
```

| 799 | Total Remuneration (PC7) | | :T | 6: |
| 999 | TOTAL SALARIES AND REMUNERATION | | :S | 9: |

APPENDIX B   (ctd)

No	Description		F	Lev
----	--	-	-----	
2000	**SUPPLIES AND SERVICES**		:H	6:
	--			
2010	**STATIONERY**		:H	6:
2012	Stationery		:D	6:
2024	Photocopies		:D	6:
2016	Printing		:D	6:
2018	Binding		:D	6:
2049	Total Stationery Requisites		:S	6:
2150	**COMMUNICATION EXPENSES**		:H	5:
2160	Postage, Stamps and Telegrams	:D		5:
2161	Telephone expenses		:D	5:
2199	Total Communication Expenses	:T		5:
2200	**TRAVEL EXPENSES**		:H	5 :
2210	Subsistence & Travel - Council Members		:D	5:
2212	Subsistence & Travel - Administration	:D		5:
2214	Subsistence & Travel - Academic		:D	5:
2216	Subsistence & Travel - Scientific Travel		:D	5:
2222	Tour Costs		:D	5:
2249	Total Travel & Accommodation Expenses		:T	5:
2250	**VEHICLE EXPENSES**	:H		5 :
2260	General Vehicle Expenses		:D	5:
2261	Reparations		:D	5:
2262	Services		:D	5:
2263	Tyres		:D	5:
2264	Petrol, Oil & Grease materials		:D	5:
2299	Total Current Vehicle Costs		:T	5 :
2300	**LABORATORY COSTS**		:H	5 :
2310	Chemicals		:D	5:
2311	Gas and Fittings		:D	5:
2312	Consumable Materials		:D	5:
2313	Handbooks and Manuals		:D	5:
2314	Service Contracts		:D	5:
2315	Maintenance of Equipment		:D	5:
2316	Photographic Material		:D	5:
2317	Audio-visual Material		:D	5:
2318	Clinic Requirements		:D	5:
2319	Computer Material	:D		5:
2320	Computer Maintenance		:D	5:
2390	Sundry Laboratory Expenses		:D	5:
2399	Total Laboratory Costs		:T	5:
2400	**FINANCIAL & PROFESSIONAL SERVICES**		:H	5:
2401	Banking Costs		:D	5:
2402	Collection Costs		:D	5:
2403	Legal Costs		:D	5:
2404	Audit Fees		:D	5:
2405	Consultation Fees		:D	5:
2406	Honoraria & Authors Fees		:D	5:
2407	Examiners & Moderators	:D		5:
2499	Total Financial & Professional Costs		:T	5:

2500 **ADMIN AND EXPENSES**   :H   5 :
2510   Contribution to Societies   :D   5:
2511   Affiliation fees   :D   5:

Keys and Functions

Following is a list of the standard shortcut keys that can be used:

FUNCTION	KEY	FUNCTION	KEY
Block Menu	Ctrl+B	List of Values	Ctrl+L
Clear Block	F7	List Tab Pages	F2
Clear Field	F5	Next Field	Tab
Clear Form	F8	Next Primary Key	Shift+F7
Clear Record	F6	Next Record	Down
Commit	Ctrl+S	Next Set of Records	Shift+F8
Count Query	F12	Previous Field	Shift+Tab
Delete Record	Ctrl+Up	Previous Record	Up
Display Error	Shift+Ctrl+E	Print	Ctrl+P
Down	Down	Return	Return
Duplicate Field	Shift+F6	Scroll Down	Page Down
Duplicate Record	Shift+F6	Scroll Up	Page Up
Edit	Ctrl+E	Show Keys	Ctrl+K
Enter Query	F11	Up	Up
Execute Query	Ctrl+F11	Update Record	Ctrl+U
Insert Record	Ctrl+Down	Exit	F4